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THE MASSACHUSETTS PRESERVATION NEEDS ASSESSMENT:

(AN ANALYSIS)

by

Gregor Trinkaus-Randall

Collection Management/Preservation Specialist

Massachusetts Board of Library Commissioners

Boston, Massachusetts

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Table of Contents

Executive Summary 1

Introduction 4

Survey Instrument 4

Analysis Procedures 5

Findings 5

Interpretive Analysis

- Facility Information 6
- Environmental Controls 7
- Fire Protection 15
- Preservation Issues 17
- Library Binding (non-rare Books) 28
- Special Collections/local History Collections/archives 29
- Disaster Preparedness 33
- Institutional Data 33
- Conclusions 36

Appendixes

- A. Table of Responses by the Type of Institution
- B. Table of Responses by Size of the Book Collection Irrespective of Type of Institution
- C. Table of Responses by Size of the Book Collection in Public Libraries
- D. Table of Responses by Size of the Book Collection in Academic Libraries
- E. Table of Responses by Size of the Book Collection in Special Libraries
- F. Table of Responses by Size of the Book Collection in Historical Societies
- G. Table of Responses by Size of the Book Collection in Town Clerks' Offices
- H. Table of Responses by Size of the Book Collection in Manuscript Repositories
- I. Table of Responses by Size of the Archival Holdings Irrespective of Type of Institution
- J. Table of Responses by Size of the Archival Holdings in Public Libraries
- K. Table of Responses by Size of the Archival Holdings in Academic Libraries
- L. Table of Responses by Size of the Archival Holdings in Special Libraries
- M. Table of Responses by Size of the Archival Holdings in Historical Societies
- N. Table of Responses by Size of the Archival Holdings in Town Clerks' Offices
- O. Table of Responses by Size of the Archival Holdings in Manuscript Repositories
- P. Copy of the Survey Instrument

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John Ramsay, formerly of the Massachusetts Board of Library Commissioners and now Director of the Western Massachusetts Regional Library System, was directly responsible for the creation of the database into which all the survey data was entered. He also reviewed the initial drafts of the survey on numerous occasions. Kathrine Hastings, also formerly of the Massachusetts Board of Library Commissioners and now of the Perkins School for the Blind, was one person without whom the process could not have continued. She created the address databases for more than 1,100 institutions, helped with the data entry and the mailings and was consistently around when help in these matters was needed. Rob Maier, Head of the Library Development Unit at the Massachusetts Board of Library Commissioners, has been more than supportive and developed the Lotus 1-2-3 spreadsheet from which the tables were generated.

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EXECUTIVE SUMMARY

The holdings of private and public institutions in Massachusetts represent one of the richest information resources in the United States. Librarians, archivists, town clerks and curators have accepted the responsibility to preserve and provide access to these resources.

These custodians face a staggering challenge: the contents of our records repositories, archives, museums, libraries and historical societies are in grave danger. Our recorded heritage is subject to the ravages of unstable environments, careless handling, natural and manmade disasters, pest infestations, inferior paper, impermanent and acidic inks, animal adhesives and other media imperfections.

During the past twenty years our knowledge about the deterioration of paper and documentary materials has expanded dramatically. Strategies are now available to control the decay of collections, or, when this is impossible, to reproduce them in ways that allow us to retain the information they hold. With few exceptions, however, the repositories that hold our records have lacked the preservation information they need or have failed to recognize the urgency of the problem.

Unfortunately, the preservation of library and archival materials in Massachusetts has received only passing attention in the past. Even with the existence of the Northeast Document Conservation Center and the establishment of a number of institutional preservation/conservation programs, it had to be anticipated that the level of preservation knowledge in the Commonwealth among records custodians and librarians was minimal.[1]

With this in mind, the Massachusetts Board of Library Commissioners embarked on the establishment of a statewide preservation program for libraries and archives in late 1988. One of the first major undertakings was to conduct a statewide preservation needs assessment of public, academic and special libraries; historical societies, town clerks' offices and manuscript repositories - some 1,100 institutions in all - to determine the extent of preservation issues and knowledge in the Commonwealth. Of the 1,100 surveys distributed 958 were returned.

To begin preserving library and archival materials, it is important that the building in which they are housed be in good condition and provide the protection necessary to undertake preservation activities. The survey responses revealed that although the predominant building material is brick (57%), nearly half the respondents indicated that their institutions were built mostly of wood. The latter occurred mostly in local historical societies (71%) and town clerks' offices (60%), indicating that many small local history and public records collections are in danger of loss to fire. Furthermore, many of these institutions also reported leaky roofs, uninsulated attics and water accumulation on the roofs. Many of the institutions indicated that their storage rooms were clean and dry, but a significant number mentioned problems with wetness, mold, insects and rodents.

Providing security for the materials and the staff is an important component to any preservation plan. Although shared systems, burglar alarms and motion detectors were indicated as being present by a significant number of the respondents, 27% reported that no security system existed at all, particularly among public libraries (32%) and town clerks' offices (39%).

Environmental controls have been demonstrated to be the most cost-effective preservation action that can be taken by an institution. Fairly consistently, however, the results indicated that where an HVAC system existed, it was the administrative areas that were more apt to be covered than the collections. Even so, temperature settings are usually not constant (60%), and even when they are, most of the time they generally cannot be maintained (68%). It is interesting to note that the temperature range most commonly cited is 68° - 71° F. Although the majority of institutions reported the presence of special collections among their holdings (73%), only 18% reported having a separate HVAC system for these materials. Here a greater percentage (51%) did report the ability to maintain a constant temperature level throughout the year. Unfortunately, these figures must be considered in the light of the fact that by far the most common environmental monitoring devices in use are the thermostat (72%) and the thermometer (31%), providing really no around-the-clock check on the internal environment. In addition little is done either to reduce the amount of external

light entering the facility as shades (41%) are the most commonly cited measure taken or the minimize UV radiation from internal sources (72% reported nothing done).

Fire protection is crucial to the long term preservation of any collection. Although 83% of the respondents reported some sort of fire detection/suppression system in place, most of this appears to be the presence of fire extinguishers (89%). Smoke detectors (58%) and heat detectors (43%) are the most common means of detecting fires whereas wet-pipe sprinkler systems are the most common fire suppression device (19%) after fire extinguishers. Unfortunately, it is disturbing to note that 36% of the institutions reported that their alarm systems are not connected directly to the fire department, thus leaving to chance the detection of any fire once the building has been closed.

Building and collection condition surveys are not common in repositories in Massachusetts. In addition, 61% reported that they had not identified anyone with preservation skills in their geographical area. This was particularly true among town clerks (78%), public libraries (70%) and historical societies (52%). Also, the presence of someone with preservation skills on staff is minimal (23%) and is usually restricted to those larger institutions with "special collections" in their care. Preservation education has been offered in the Commonwealth, but 49% or 437 of the institutions responding have never been able to avail themselves of the opportunity to attend one. Generally it appears that those who have attended come from institutions where there is an interest and the financial means to pay for such programs. Another interesting phenomenon is that only 63% of the respondents were aware of the Northeast Document Conservation Center (NEDCC) even though it has been in existence since 1973 and that only 41% of these had ever contracted with them for services.

Providing access to materials by making photocopy machines available to patrons can have its benefits and detriments. When used properly photocopying can reduce wear and tear on the originals, but improper use can destroy materials. 80% report having such machines available, but at the same time 40% have no restrictions as to their use thus opening the way to wholesale damage of library and archival materials by improper photocopying techniques.

Generally institutions report fairly good techniques for removing volumes from the shelves and for shelving oversized materials, but all too often repair techniques of paper and non-rare book covers leave much to be desired. Scotch tape is used by 32% of the respondents for repairing paper, and adhesive-backed cloth tape is employed 33% of the time for mending book covers. Other deleterious methods and materials such as Elmer's glue and library paste are also consistently in evidence.

Oversized prints, broadsides, etc. tend most often to be housed in metal map cases (59%) either in the special collections department or in closed stacks although a significant number also report that they are housed in general stacks. Unfortunately, 52% of the institutions, especially among public libraries and town clerks' offices, also report the use of tubes for storing these materials.

On the whole, those microforms owned by the responding institutions are either microfilms or microfiche, and they are usually commercially produced. Preservation microfilms are not common although they do exist in manuscript repositories and special and academic libraries, and the master negatives are most often, though not always, stored off-site in a vault.

Library/commercial binding can be an important preservation tool if it is properly employed. This entails a close relationship between libraries and the binders and the choice of binding type appropriate to the use and value of the materials to be bound. This is an area that definitely needs more education since many of the institutions reported knowing little about the process or mentioned that either the library or the bindery made the decisions in isolation from the other.

By far the majority (73%) of the institutions reported housing special collections, including local history, photographs, maps, local records, rare books and manuscript materials. Furthermore, most recognized this fact and stored them in a separate area although security is not always adequate, and access is too often open. Seventy-seven percent reported that these materials are retrieved by, and used under the supervision of, staff, although 13% do permit open browsing especially among public libraries. Unfortunately, many institutions also do not restrict what researchers can bring into the reading room thus opening the way for the possibility of theft as coats, briefcases and bookbags can be used to hide

materials to be stolen. Depending on the institution, care does appear to be taken to house these special collections in proper, acid-free materials, but many are still employing file cabinets, acidic boxes and manila folders for their storage.

Finally, most institutions are not very well prepared for a disaster. Eighty-five percent report not having a disaster plan in place. Of the remaining 15%, 7% actually have one while the remaining 8% responded that they were in the process of developing one.

Unfortunately, the survey only served to confirm the anticipated preservation problems existing in the Commonwealth's libraries, archives, archives and town clerks' offices. While some institutions are practicing sound preservation techniques in some areas, they are failing abysmally in others. Many are doing nothing to preserve and prolong the life of their collections either because of lack of knowledge or lack of funds or because they feel that it does not apply to their collections. This is not unique for Massachusetts, and it is hoped that the information provided in this analysis will be of help to persons in the Commonwealth as well as those in other states interested in developing their own preservation education and information programs.

MASSACHUSETTS PRESERVATION NEEDS ASSESSMENT

INTRODUCTION

The holdings of private and public institutions in Massachusetts represent one of the richest information resources in the United States. Records and documents, essential for the day-to-day activities of our society, are used to establish real estate titles, to resolve social security problems, to research family and town histories, to explore environmental and health concerns, to support scholarship and to improve our lives and circumstances in many other ways. These materials support the operation of our businesses, social services, courts and government agencies. Librarians, archivists, town clerks, curators and others who care for these collections accept the responsibility to preserve that information for current use and for the benefit of future generations.

These custodians face a staggering challenge: the contents of our records repositories, archives, museums, libraries and historical societies, including those that circulate from our public, academic and special libraries, are in grave danger.

Most of our written and printed history is recorded on materials that are subject to chemical degradation that is accelerated by the absence of appropriate care. Our recorded heritage is subject to the ravages of unstable environments, careless handling, natural and manmade disasters, pest infestations, etc. Inferior paper, impermanent and acidic inks, animal adhesives and other media imperfections compound the problem.

During the past twenty years our knowledge about the deterioration of paper and documentary materials has expanded dramatically. Strategies are now available to control the decay of collections, or, when this is impossible, to reproduce them in ways that allow us to retain the information they hold. Possibilities range from improvements in environment or handling procedures to technologically complex and expensive innovations like optical disks. With few exceptions, the repositories that hold our records have lacked the preservation information they need or have not had the funds to apply it. Many have failed to recognize the urgency of the problem.[2]

Unfortunately, the preservation of library and archival materials in Massachusetts has received only passing attention in the past. Even with the existence of the Northeast Document Conservation Center in Andover since 1973, the establishment of institutional preservation/conservation programs at the American Antiquarian Society, the Boston Public Library, the Massachusetts Archives, Brandeis University and Harvard University, to name a few; it was anticipated that the level of preservation knowledge in the Commonwealth among records custodians and librarians was lacking in specifics.

With this in mind, the Massachusetts Board of Library Commissioners embarked on the establishment of a statewide preservation program for libraries and archives in late 1988. One of the first major undertakings was to conduct a statewide preservation needs assessment of public, academic and special libraries; historical societies, town clerks' offices and manuscript repositories - some 1,100 institutions in all - to determine the extent of preservation issues and knowledge in the Commonwealth. Work began on devising the survey instrument in the spring of 1989 using the "Total Design Method" (TDM) developed by Don Dillman as a model for the instrument preparation and mailing procedures. This method calls for an initial mailing of the survey instrument to be followed with a postcard reminder a week later. A second mailing of the survey to non-respondents after another two weeks and a final mailing to the remaining non-respondents four weeks after the third one completed the process.

SURVEY INSTRUMENT

In August 1989, an initial version of the survey instrument was field tested in the other five New England states by mailing it to fifty institutions that represented the institutional mix anticipated for the Massachusetts mailing. The recipients were asked to complete the survey and to append any comments about the questions that they felt would help clarify the final document. The response was overwhelming. Forty-seven of the fifty recipients (94%) completed the questionnaire and commented liberally on the contents. The questions and comments were then analyzed and incorporated into the final version with an eye to removing any ambiguities that might have existed in the original version.

The final survey was devised in the fall of 1989, and databases of public, academic and special libraries; historical societies; town clerks' offices and manuscript repositories were generated for the mailing. Each survey was assigned a unique number to permit tracking those surveys that had been completed and returned. This way reminders could be sent only to those institutions that had not returned a completed survey.

On January 17, 1990, the survey was mailed to 1,127 institutions comprising public, academic and special libraries; historical societies, town clerks' offices and manuscript repositories. As it turned out twenty-seven of these either did not house any of the materials about which we were interested or were duplicates sent to different people in the same institution. These surveys were then discarded resulting in a total pool of 1,100 repositories being surveyed. The results bore out Dillman's claim that a "response rate of nearly 75% can be attained consistently in mail surveys of the general public and that even higher response rates are probable in surveys of specialized populations."[3] 958 institutions returned completed surveys for an 87% return rate. This response included 371 public libraries, 125 academic libraries, 53 special libraries, 104 historical societies, 272 town clerks' offices and 33 manuscript repositories. The small number of special libraries and manuscript repositories tends to skew the results when we examined the responses by size of collection and type of institution but did not appear to play a significant role as we examined the responses by type of institution and again by size of the book and then the archives collection.

ANALYSIS PROCEDURES

The database for the analysis of the survey was constructed in dBASE4, but because the survey had 358 fields, the database had to be divided into three files. By doing this we were able to assign a field to each component to facilitate analysis. After the data from all 958 surveys had been entered into these files, the three databases were cleaned up to ensure that all the identification numbers assigned to the surveys matched. Once this had been confirmed, each of these databases was sorted into six separate ones by institutional type. The responses in each of these eighteen databases were then totaled by question and entered into a Lotus 1-2-3 spreadsheet for comparison by institutional type. (See Appendix A). Subsequently, spreadsheets were also generated for the responses based on the sizes of the book collection and the size of the archival holdings irrespective of type of institution. (See Appendixes B and I). Finally, spreadsheets were created that combined the size of the book collections and that of the archival holdings with the type of institution. (See Appendixes C to H and J to O). While the initial table presented an overview of the preservation needs of the library and records repositories in the Commonwealth, the latter fourteen tables permit a more detailed examination of the results.

FINDINGS

It is readily apparent that few, if any, of the totals add up to the number of surveys returned (958). This situation occurred for several reasons. In certain areas (such as the environmental controls area) the non-response rate outnumbered the response rate. Also throughout the survey many questions allowed for the respondent to circle several possible answers since more than one might apply to that institution's situation. Consequently, the percentages that were calculated to facilitate the comparisons are based on the actual number of institutions in each category that responded to any question or to any part of that question. In those questions where only one response was possible, the percentages occasionally total more than 100%. This occurred because of rounding up by Lotus 1-2-3. It should also be noted that in the case of special libraries and manuscript repositories, the total response was small potentially providing a distorted picture of the actual situation.

The survey was divided into eight categories of information: Facilities, Environmental Controls, Fire Protection, Preservation Issues, Library Binding (Non-Rare Books), Special Collections/Local History Collections/Archives, Disaster Preparedness and Institutional Data. The analysis that follows is by question within each of these categories.

FACILITY INFORMATION

To care for library and archival materials properly it is important that the building be sound and able to provide a secure and appropriate setting for the housing and access of these materials. Part of these requirements is the ability to protect them from the vagaries of the outside environment and to shield them from undue fluctuations in the internal environment that can lead to other damaging conditions. The Facilities section attempted to gain a picture of the overall condition of repositories in the Commonwealth to set the stage for the other sections of the survey. Without an appropriate outer shell in which to house library and archival materials, proper preservation conditions in such areas as Environmental Controls, Fire Protection and Disaster Preparedness especially cannot be achieved for the collections.

Questions 1 and 2 dealt with the year in which the facility was constructed and that in which improvements were made. Unfortunately, the responses did not lend themselves to averaging and therefore to analysis.

3. What is/are the predominant material(s) in the facility's construction?

There is a mixed message being sent by the responses to this question. While brick (57%) is the material that is most predominantly used in construction, wood (46%) is not far behind in overall frequency. These percentages are a bit misleading though since 71% of historical societies, 60% of town clerks' offices and 43% of the public libraries are constructed of wood. Furthermore, most of this construction exists in the smaller institutions. Public libraries at 61%, special libraries at 58% and manuscript repositories at 68% are predominantly constructed of brick. Concrete is most prevalent in academic libraries (76%). Brick and concrete are consistently the material of choice for the medium and large institutions that by implication were able to afford new buildings and not either adapt older ones to their needs or exist in old buildings that have not been replaced or upgraded. Unfortunately, these statistics indicate that many small local history and public records collections are in greater danger of loss to fire than are many of the larger ones if only because they are housed in wooden structures.

4. What is the condition of the roof and exterior walls?

The condition of the roof and exterior walls provide an indication of the ability of a structure to protect the collections from water and wind damage and to minimize temperature and relative humidity (RH) fluctuations in storage areas. Uninsulated walls and roofs indicate that the institution cannot maintain a fairly constant internal environment throughout the year. While 72% of the repositories responded that they considered the roofs and exterior walls to be in good condition, 42% mentioned that the walls were not insulated and 28% responded the same about the roof. Historical societies (59%) and public libraries (48%) were particularly apt not to have insulated walls. In both instances the smaller the institution the greater the chance that the walls and the roof would not be insulated.

By the same token, leaky roofs (18%), accumulated water on the roof (11%), condensation problems (8%) and leaky walls (7%) occur frequently enough to raise concerns. These are all conditions that could put collections directly and substantially at risk in an instant. Interestingly, it is the academic libraries, of all sizes, that have the greatest frequency of leaky roofs (32%) and accumulated water on the roof (26%). They also have the largest percentage of institutions reporting condensation problems (15%), and most of those occur in institutions with medium to large-sized book collections.

5. Which of the following rooms exist in your facility: attic, basement stacks, storage room and/or non-stack basement?

Many institutions, for whatever reason, use one or more of the above rooms for the storage of their holdings. Each of them has its inherent potential problems. Attics tend to have no climate control, resulting in dramatic fluctuations in temperature - very hot in the summer and below freezing in the winter - and are often open to the outside. Basement stacks are often crowded, poorly lit and humid. Storage rooms are frequently catch-alls for all sorts of materials including cleaning utensils and chemicals. Non-stack basements are often unfinished and quite frequently damp with standing water. Consequently, the existence and use of these rooms is an indication of potential problems for the collections. 61% of respondents mentioned the existence of storage rooms, 42% reported non-stack basements and 41% indicated

the existence of attics and basement stacks. Interestingly, the existence of basement stacks in academic libraries (50%), special libraries (50%) and public libraries (47%) is most prevalent in the larger institutions where it seems that precautions would have been taken to minimize environmental problems in such rooms. Storage rooms appear to be pretty much an existing part of all types of repositories in all sizes. Attics are definitely most common among historical societies (58%) with smaller collections and public libraries (48%) with medium to large-sized collections.

5a. If these rooms exist, please describe their conditions?

Generally the respondents considered these rooms to be in fairly good condition. Attics (47%), basement stacks (61%), storage rooms (51%) and non-stack basements (48%) were considered to be clean. Attics (56%), basement stacks (48%), storage rooms (53%) and non-stack basements (42%) were reported to be dry. It is interesting to note that both the basement stacks and non-basement stacks were reported as being dry less than 50% of the time, and yet they were respectively mentioned as being wet in 17% and 23% of the time. However, what further emphasizes this wet condition is that basements and non-stack basements are reported as having mold 19% and 21% of the time. This is particularly true in public libraries (23% and 25%) and historical societies with archives collections in basement stacks (32%) and in non-stack basements (22%). Forty-three percent of manuscript repositories reported mold problems in non-stack basements. This was only based on the responses from seven institutions. Generally rodents and insects do not appear to be a major problem except in manuscript repositories where 33% reported problems, but where there were only twelve respondents.

6. What kind of security system is installed?

Institutional and collection security systems are not as prevalent as one might have hoped. Shared systems (32%), burglar alarms (31%) and motion detectors (33%) exist with similar frequency among libraries and archives. Shared systems (75%) and burglar alarms (63%) are particularly present among the largest archives. Burglar alarms (53%) and motion detectors (52%) are particularly common among historical societies with book collections. Shared security systems are noticeably present among manuscript repositories (66%), town clerks offices (59%), special libraries (53%) and academic libraries (50%). Furthermore, electronic security systems at the exits have been installed in 60% of academic libraries. However, what is particularly disturbing is that 27% of the respondents report no security system at all. This seems to occur most commonly among public libraries (32%) and town clerks' offices (39%). Among public libraries, this lack of security appears to be spread out across all sizes of institutions. In town clerks' offices that have books, it is the smaller repositories that do not have security systems. However, when the town clerks' responses are examined by the size of their archives collection the lack of security occurs across the board. Unfortunately, this lack of security puts vital town records dating from the early years of our country and public library collections at risk to theft and vandalism. The loss of these materials would create a serious problem in tracing the social, economic, political and administrative history of these towns. (See Figure 1).

ENVIRONMENTAL CONTROLS

7. What areas of the facility are covered by a heating/ventilation/air-conditioning (HVAC) system?

Given the responses, it must be assumed that many institutions emphasized the presence of all three components when responding about their institution. Envisioning many institutions known to be open year round in Massachusetts without a heating system is very difficult. The numbers do not completely support this supposition, but the responses indicate specific trends throughout. Whereas the general book collection, special collections and administrative areas are fairly well covered by an HVAC system, it is interesting to note that administrative areas (78%) are consistently more thoroughly covered than either the general book collection (69%) or special collections (60%). This is especially true of town clerks (77% to 32% and 36%). Among special libraries (86% to 70%), historical societies (82% to 74%) and manuscript repositories (77% to 70%) special collections are covered more than administrative areas. It is a measure of librarians' and archivists' feelings towards archival materials that in three of the four largest categories of those

Kind of Security System Installed

Question 6

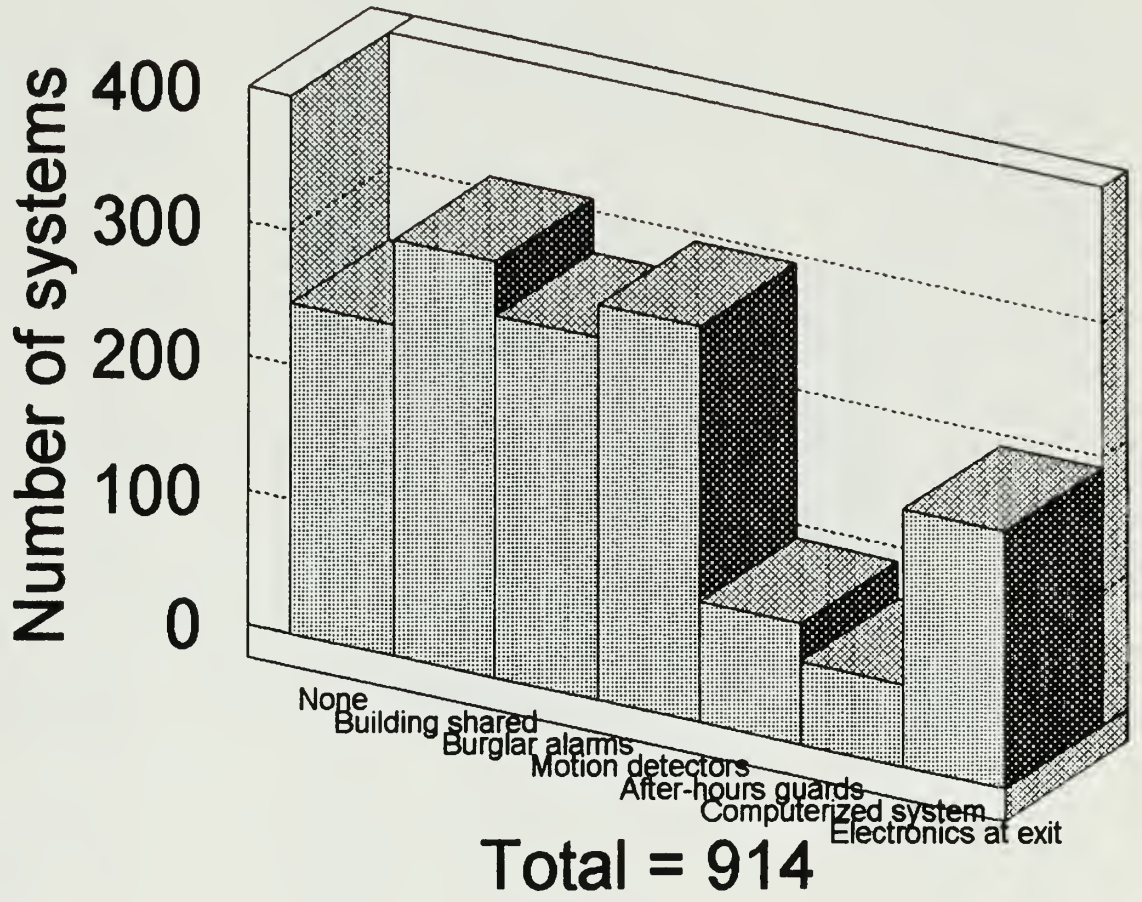


Figure 1

institutions reporting archival holdings the percentage of institutions reporting HVAC for their special collections was equal to or greater than that for their administrative areas. This phenomenon also occurs in institutions with larger book collections. Although it is known that the installation of climate control in an institution can be a costly expense, it has also been shown that such an activity is the most cost effective preservation measure that can be taken in the long run. It is, therefore, enlightening to note how often the comfort of humans has not been extended to the collections in their care.

8. What components are included in the HVAC system?

Consistently, heating systems (93%) are present in the institutions responding. Interestingly, only 85% of the town clerks responding mentioned heating as a component. Air-conditioning is present in 60% of the institutions and particularly among manuscript repositories (83%), academic libraries (78%) and special libraries (77%). Among those reporting on book collections it was the larger institutions that tended to have air-conditioning. It was least apt to be present in historical societies (35%) and town clerks' offices (58%). Many historical societies, housed in small wooden buildings, are open only part of the year and are often staffed by volunteers. These conditions often translate to a minimum amount of capital available for collections care and environmental controls. Any further consistency regarding the lack of a component appears to be that it is most apt to occur in the smaller repositories and then with air-conditioning in town clerks' offices and in historical societies.

9. If the facility's HVAC system includes air-conditioning, what areas are covered by it?

The fact that 82% of the institutions reported covering their administrative areas with their air-conditioning systems tends to lead further credence to the assumption that they were focusing on air-conditioning in answering question 7. This is particularly true among town clerks where 85% of the institutions have air-condition in administrative areas while their special collections are covered only 28% of the time. Sixty-three percent of general book collections and 58% of special collections are covered. What these statistics imply implicitly is borne out explicitly in the responses to questions 10 and 11. Those institutions that do not have air-conditioning in their storage areas are unable to attempt even to maintain a constant temperature in these areas. Consequently, they are subjecting their holdings to constant accelerated deterioration due to the fluctuations in temperature and relative humidity.

It is only in special libraries (86% to 76%), historical societies (79% to 72%) and manuscript repositories (73% to 69%) that the presence of air-conditioning in special collections is more prevalent than in administrative areas. As with other questions, the presence of air-conditioning in areas where collections are housed tends to be more common in institutions whose size implies that there is more capital available for environmental controls. (See Figure 2).

9a. Where is/are the air-conditioning unit(s) (chiller) located?

The location of the chiller in an institution that has air-conditioning often provides an indication of the efficiency of the system and of the potential for a disaster occurring from a leaking AC system. Forty percent of the chillers are located in windows, indicating that nearly 40% of the air-conditioning systems are local rather than system-wide. Twenty-nine percent are located on the roof. Both of these locations imply a potential for a water disaster from an air-conditioning leak. Among academic libraries 47% are located on the roof and 36% are in the mechanical room. The greatest tendency for window air-conditioners is among town clerks (64%). Only among special libraries (56%) and manuscript repositories (36%) is the greatest percentage of the chillers located in the mechanical room. Those with the larger book collections report a high incidence of the chillers being on the roof (64% and 62% in the largest categories). The responses to this question provide an interesting picture. It appears that in most instances air-conditioning systems were added as an afterthought and frequently only on a room-by-room basis. Unfortunately, this does not always translate to better conditions for the collections as often these rooms do not house collections. When the systems appear to be system-wide, the presence of a fairly large percentage of systems on the roof does not portend well for avoiding disasters from air-conditioning leaks.

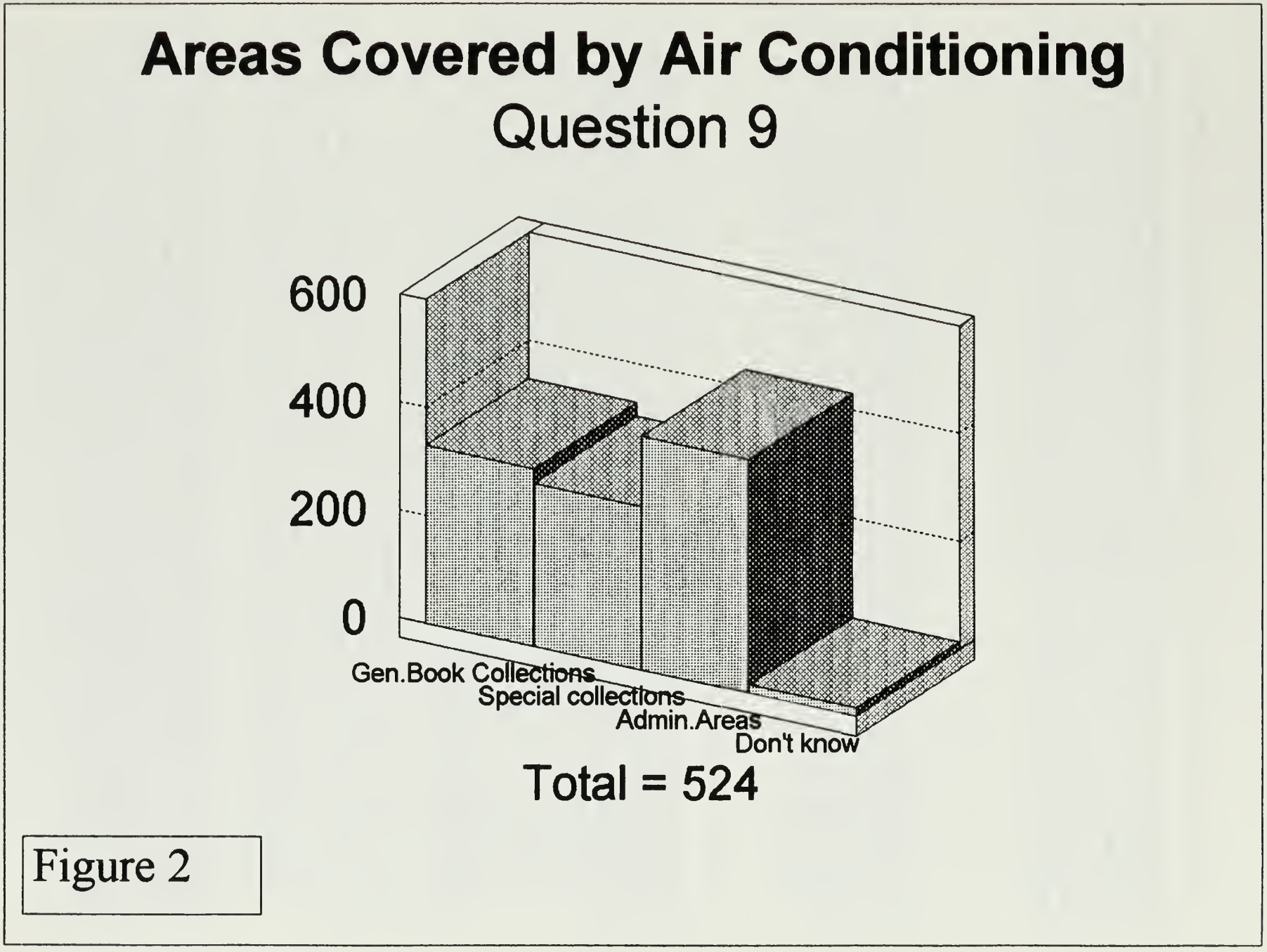

Areas Covered by Air Conditioning
Question 9
600
400
200
0
Gen.Book Collections
Special collections
Admin.Areas
Don't know
Total = 524

Figure 2

10. Can the general HVAC system provide constant climate control throughout the year?

Sixty-eight percent of the institutions responding indicated that their systems could not maintain constant control. This was particularly true among historical societies (80%) and town clerks (77%). On the other hand, manuscript repositories (69%) were the only institutional type indicating that their systems could maintain constant control. Among those reporting on archival holdings, it was really only those with larger collections where the percentage of "Yes" was either equal to or greater than that of the "No" responses. Since manuscript repositories and those reporting on archival holdings tend to consider these collections to be special and since the training of the staff of these institutions has often emphasized environmental controls, the emphasis on climate control for the collections is not surprising.

11. Is the general HVAC system's setting kept at a constant level round the clock?

This question provided an opportunity to learn whether or not an effort was made actually to control the internal environment irrespective of whether actual control is or is not possible. Sixty percent of the institutions reported that the setting was not kept constant. It is only in special libraries (65%) and manuscript repositories (54%) where it is reported that a constant setting is maintained. Public libraries (76%), academic libraries (62%), historical societies (51%) and town clerks' offices (52%) are least apt to keep the settings constant. This is particularly true among the larger repositories with archival holdings. The responses to this question indicate that in most institutions it is probably economic rather than preservation considerations that dictate the temperature settings for an institution.

11a. Please indicate the setting at which each system is maintained.

Maintaining the temperature at as low a level as possible while still considering the comfort of the staff and patrons is considered beneficial for the library and archival materials stored there. However, constancy is as, or more, important a factor in the preservation of these items. Interestingly enough, the temperature range that was the most commonly cited as that at which the thermostat was set was 68° - 71° F (37% for air-conditioning and 51% for heating). What was disturbing was that 21% of the institutions reported that the setting of their air-conditioning was at 72° - 75° F and that 25% did not know what the setting was for air-conditioning and 17% did not know for heating. This was particularly true among town clerks (43% and 29%) and academic librarians (33% and 29%). At the same time 17% mentioned that their heating temperature setting was between 64° - 67° F. It appears that these temperature and heating settings are governed as much by economics as by the comfort levels of their staff and patrons. It is less expensive to maintain the air-conditioning at a slightly higher level and the heating at a slightly lower level than to try to keep the same temperature constant year round.

11b. Is the HVAC system turned down or shut off at any time?

It is quite apparent that the air-conditioning (71%), the heating (66%) and the ventilation (47%) are regularly turned down or shut off in institutions throughout the Commonwealth, most probably for economic reasons. Those that are least apt to turn down or shut off the HVAC system are special libraries ("No" is 46% for air-conditioning, 52% for heating and 67% for ventilation), manuscript repositories ("No" is 33% for air-conditioning, 36% for heating and 41% for ventilation) and historical societies ("No" is 36% for air-conditioning, 41% for heating and 42% for ventilation).

While turning the heating down and the air-conditioning up or off in the evening, on weekends or during vacations may save some money at the expense of the library and archival materials, the savings may actually not be that great. These systems will have to work substantially longer to attain daytime temperature levels when they are reset in the morning than if the temperature setting had been left constant. This is because all the furnishings will have reached an equilibrium at the night temperature level and will need to be brought to daytime temperatures. With a constant setting, the systems work for shorter times more frequently thus equaling out the use of the systems.

11c. Please indicate what kind of humidity control device(s) is/are in operation at the facility.

It is indicative of the problems that institutions have with their humidity control and where institutions perceive their main problem to be that 40% employ portable dehumidifiers on a regular basis while only 14% use portable humidifiers. This seems to be particularly true among public libraries (49% and 10%), historical societies (50% and 15%) and town clerks' offices (43% and 15%). System humidification (25%) and dehumidification (26%) appear to be fairly constant across the board, but it should be noted that the small number of respondents among manuscript repositories (19) raised their percentages in system humidification and dehumidification to 47% and 58%. Generally, the presence of system humidification and dehumidification was more common among the larger institutions responding.

12. Is there a separate HVAC system for the special collections room(s)/vault(s)/department?

It is quite obvious by the responses that where HVAC exists for the special collections it is usually because it exists for the institution as a whole. Eighty-two percent of the respondents reported that there was no separate system for these materials. it was only among special libraries (41%) and manuscript repositories (37%) that the "Yes" responses were greater than 30%. Examining the responses on the size of the archival holdings, leads one to conclude that separate systems, when they exist, are quite generally among the larger institutions (more than 2,500 linear feet of records). Among book repositories it is only in those with collections between 500,000-999,999 volumes that the percentage of "Yes" (67%) exceeds 34%.

12a. Can this HVAC system provide constant climate control throughout the year?

Unlike the general HVAC systems (68% = "No"), these separate HVAC systems appear to be able to maintain constant climate control to a much greater extent (51% = "Yes") than not. This is especially true among manuscript repositories (79%), academic libraries (65%) and special libraries (56%). One can assume that since these systems are supposed to control the climate for "special collections," whatever their nature, more attention is paid to maintaining and monitoring the system to insure that it is functioning properly. Also, such a system is probably only working to control a smaller area of the facility that is not as affected by external factors as the building as a whole.

12b. Is this HVAC system's setting kept at a constant level round the clock?

Here again, as in the previous question, the existence of a separate HVAC system for special collections implies that more care might be taken to maintain a fairly constant temperature level than in the building as a whole. This is borne out by the fact that 48%, as compared with 29% for the whole building, report that the setting for the system is constant. Again it is in the manuscript repositories (73%), the special libraries (63%) and the academic libraries (61%) where this is most common. Furthermore, it is the larger institutions that consistently have a greater percentage of respondents able to maintain a constant setting. It is among the public libraries (53%) and the historical societies (52%) where the setting is least apt to be kept constant.

12c. Please indicate the setting at which each system is maintained.

The settings for these HVAC systems also tend to cluster around the 68° - 71° F range (32% for air-conditioning and 44% for heating). At the same time, more (14% vs. 10%) maintain their air-conditioning at 64° - 67° F. What is interesting about this is that public libraries (18%) are as apt to have a lower air-conditioning setting as the manuscript repositories (18%). What is especially disconcerting is that 31% of the institutions reported not knowing what the air-conditioning setting was and 24% reported the same for the heating setting. Consistently, it appears that the larger institutions are much more apt to have their setting at either 64° - 67° or 68° - 71° F whereas the smaller institutions appear to have them at all levels. This phenomenon correlates with the general percentages of those institutions reporting whether or not they kept their temperature settings constant based upon the size of their archival or book collections.

12d. Is this HVAC system turned down or shut off at any time?

In this instance, only the heating (46%) is consistently turned down or shut off. This occurs most often in public libraries (53%), academic libraries (55%) and historical societies (60%). The air-conditioning (51%) and the ventilation (54%) are more often than not left constant. It is in those types of institutions with which one associates more special collections that this occurs - special libraries (63% and 78%), historical societies (67% and 70%) and manuscript repositories (64%) and 70%). Particularly among those institutions reporting larger archival holdings (more than 500 linear feet of records), the air-conditioning (68%), heating (63%) and ventilation (60%) are not turned down or shut off a greater percentage of the time. The same tendency does not apply to the book collections except when dealing with air-conditioning (61% with over 100,000 volumes).

12e. Please indicate what kind of humidity control device(s) is/are in operation at the facility.

It is interesting to note that portable dehumidifiers (32%), system humidification (36%) and system dehumidification (35%) were essentially comparable in their frequency of use. Where they occur, however, indicates how the institutions are coping with the humidification problems in their facility. Historical societies (52%) and public libraries (43%) have a much greater percentage of portable dehumidifiers than other institutions. This can be attributed partially to the types of buildings which many of them occupy. Academic libraries (51% and 43%), special libraries (60% and 67%) and manuscript repositories (67% and 67%) are more apt to have system humidification and dehumidification in place than the other institutions. As with many other issues it is again the repositories with the larger archival holdings (more than 500 linear feet of records) and book collections (more than 250,000 volumes) where system humidification (67% and 62%) and dehumidification (67% and 52%) are most common.

13. What environmental monitoring devices are used in the facility on a regular basis?

Unfortunately, it is the thermostat (72%) that is most commonly employed to monitor the environment, and it is used only to set the level at which one would like the temperature to be maintained. It has nothing to do with the relative humidity. The thermometer (31%) and "Nothing" (17%) are the next two most common responses followed by the hygrometer (10%). What is disturbing about these statistics is that none of these devices will record any changes in either the temperature or the relative humidity on a continuous basis. Even when they are used as the source of information for a monitoring program, the information can only be gathered when the device is read by a human being. No information is gathered when the institution is closed or when no one is around. It is only among the larger institutions that hygrothermographs are used with any kind of frequency. This may be due to their cost or to lack of information concerning the importance of an environmental monitoring program in an institution. (See Figure 3).

14. What steps have been taken to reduce the amount of light entering the facility?

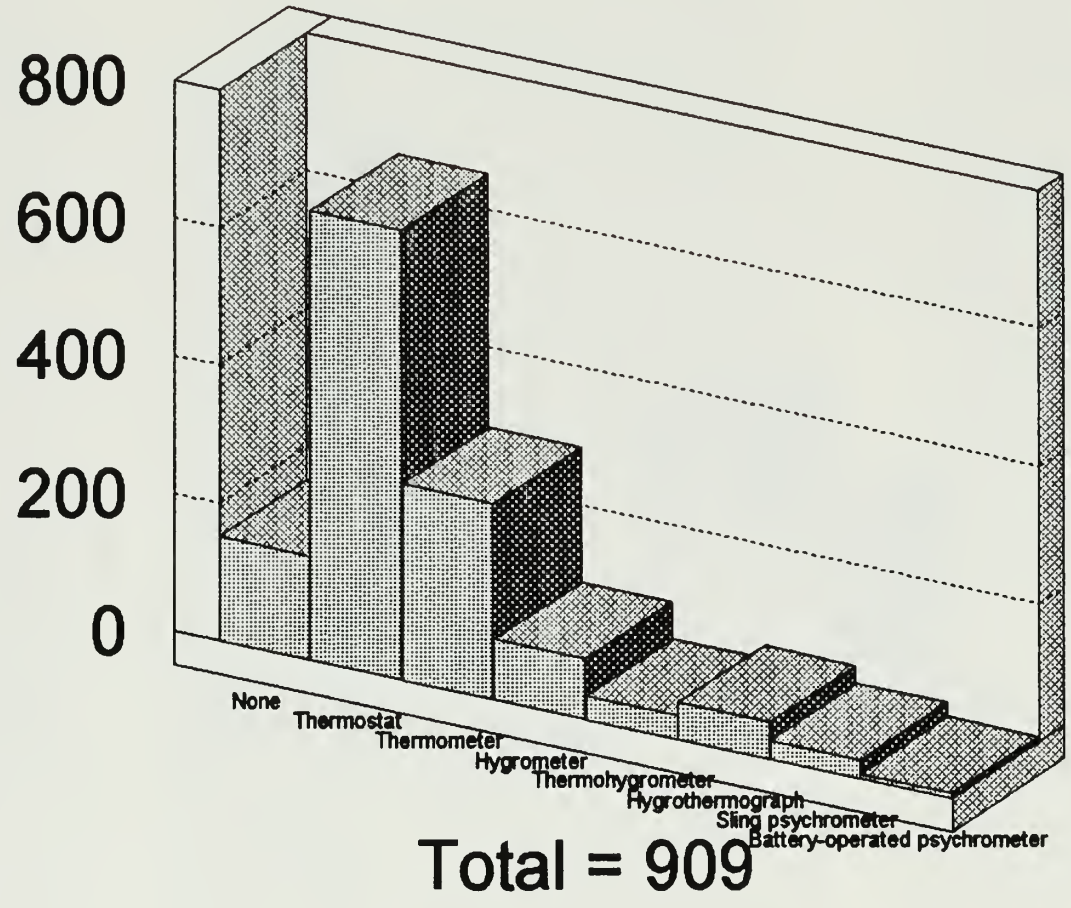
The use of shades (41%) is the most common step taken to reduce entering light. Following that, "Nothing" (31%) and "Curtains" (29%) are the most common responses. It quickly becomes apparent that the effects of light on library and archival materials are not understood very well since none of these actions can occur without human intervention - shades need to be pulled, curtains must be drawn and "Nothing" goes without saying. Light-filtering film on windows does seem to be more prevalent among larger libraries than elsewhere, but even then the percentages are quite low.

15. What steps have been taken to reduce ultraviolet (UV) radiation from the light sources in the facility?

As with the previous question, "Nothing" (72%) was by far the most common response. It was only among special libraries (38%), historical societies (47%) and manuscript repositories (46%) that the "Nothing" percentage dropped below 65%. Among those institutions doing anything, UV-filtering sleeves are used the most (academic libraries (22%), special libraries (46%), historical societies (23%) and manuscript repositories (43%)). A number of institutions (15%) report "Selective turning off of lights" as a method by which they reduce UV radiation from interior light sources. Among archival institutions, the overall percentages do not change much, but UV-filtering sleeves and low UV fluorescent tubes are much more commonly used among the larger institutions (more than 2,500 linear feet of records) (20%).

Environmental monitoring devices used

Question 13



Total = 909

Figure 3

FIRE PROTECTION

16. Have fire detection and/or suppression systems been installed in the facility?

Fire protection is crucial to the preservation of book collections and archives and the buildings that house them. Eighty-three percent of all institutions report that they had such systems in their facility. Unfortunately, 15%, particularly among town clerks (21%), public libraries (14%), historical societies (13%) and manuscript repositories (13%), reported that this was not the case. This percentage may have resulted from the respondents interpreting this question to mean only more sophisticated systems and not fire extinguishers especially since it tended to be the institutions with smaller collections that had a greater percentage of "No" answers. It had been hoped that the inclusion of fire extinguishers in the subsequent questions would have clarified this potential problem. Obviously, a detection system is much more desirable and effective, especially when the building is closed, than only having fire extinguishers on hand, but any kind of fire detection/suppression system is a significant step towards protecting a collection from disasters, and the lack thereof puts collections at risk.

16a. What type of fire detection and/or suppression systems exist in the facility?

After general fire prevention, the first step in protecting an institution's collections from fire damage is the ability to detect a fire at its ignition. While 58% of the respondents mentioned the presence of smoke detectors and 43% the existence of heat detectors in their institutions, this meant that at least 42% did not have a fire detection system in place. Smoke detectors were particularly present in public libraries (68%), academic libraries (65%), special libraries (64%), manuscript repositories (64%) and town clerks' offices (58%), but were noticeable in their absence from historical societies (8%). On the other hand, historical societies (49%) have the largest percentage, after special libraries (52%), of heat detectors. Ionization detectors appear to be used only minimally except among special libraries (18%). Among archival repositories the percentage of smoke detectors was reported consistently above 59% irrespective of size of collection. Overall, institutions holding book collections were more apt to have smoke detectors, but the distribution is much less even (between 44% and 87%). This same unevenness applies to the presence of heat detectors in both archival repositories (37% to 67%) and those housing book collections (35% to 73%) with no apparent pattern.

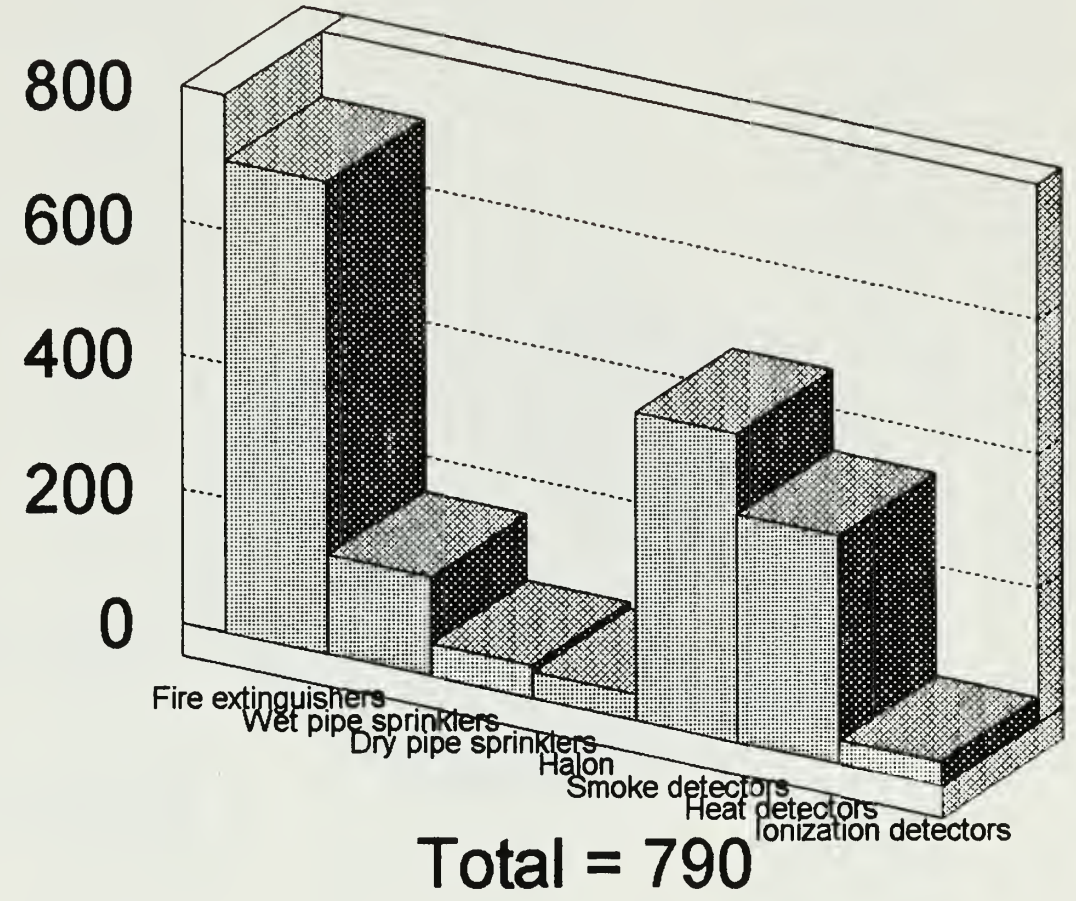
The presence of fire extinguishers is reported in 89% of the institutions, ranging from 81% in town clerks' offices to 94% in public and academic libraries. The second most common suppression system is wet-pipe sprinklers (19%) particularly among academic (32%) and special (30%) libraries, manuscript repositories (28%) and town clerks' offices (24%). It is really only among the smallest libraries that the presence of fire extinguishers is less than 91% (81%), but among archival repositories the percentage ranges between 83% and 95%. Unfortunately, the minimal use of automatic fire suppression systems throughout the Commonwealth puts most of our collections highly at risk of being damaged from fire and the possible accompanying water damage from fire hoses. (See Figure 4).

16b. Where have these devices been installed?

It is interesting to note that when the location of these detection and suppression devices is specified, some interesting deviations from the general data provided emerge. For example, the presence of fire extinguishers generally declines when examining responses for storage areas (53%), vaults (40%) and special collections (54%). The same trend can be seen when examining the presence of both smoke and heat detectors. Smoke detectors decline from 58% overall to 36% in storage areas, 40% in vaults and 39% in special collections. Heat detectors also decline from 43% overall to 29% in storage areas, 38% in vaults and 33% in special collections. Part of this phenomenon may be explained by the much smaller numbers responding to the questions regarding specific areas of the institutions. Consistently for those institutions that have a vault and special collections, the percentage having Halon installed jumped significantly in vaults (5% to 28%) and in special collections (5% to 30%). These same phenomena are seen when we examine the information that has been sorted by size of the book and archival collections.

Fire Detection/ Suppression Systems

Question 16 a



Total = 790

Figure 4

16c. Is/are the fire detection and/or suppression systems inspected regularly to insure proper operation?

On the whole, these systems appear to be fairly well inspected. While only 49% report having them inspected on an annual basis, 18% have it done semi-annually and 10% more frequently than that for a total of 77%. What is disturbing, however, is that 8% do not have their systems inspected at all, and 15% "Don't Know" whether or not they are inspected. Those institutions that do not have these systems inspected seem consistently to be among the smaller institutions. On the other hand, those who "Don't Know" seem to be spread out among all sizes of institutions. This still means that up to 23% of the responding institutions do not know whether or not their systems are functional. This is disturbing considering the collections under their care.

16d. If the fire detection and/or suppression systems are inspected regularly, how is this done?

Fortunately only 1% report testing their systems with a "Match." Sixty-seven percent have professionally-trained personnel inspect their systems, and 24% have the fire marshall do so. In the former instance, the percentages are fairly consistent among types of institutions whereas only 8% of special libraries employ the fire marshall to inspect their systems. Among archival repositories, those housing between 500 and 999 linear feet of records use professionally-trained personnel 93% of the time. Fire marshals were used by those housing between 1,000 and 2,499 linear feet some 74% of the time. Among book collections those with collections between 500,000 and 999,999 use professionally-trained personnel some 92% of the time.

17. Is the fire detection system connected directly to the local fire department?

Often it is said that if a fire detection system exists, it only has audible alarms within the building because "the fire station is across the street" or "just around the corner." Unfortunately, statistics show that most of the damage is done to a building and its contents before the fire department arrives. Furthermore, if the fire occurs in the middle of the night, the delay time is even greater. This information makes the fact that 36% of the responding institution are not connected to the fire department or security agency all the more disturbing. Except for manuscript repositories (45%) this percentage is fairly constant irrespective of type of institution. Among institutions with fewer than 50,000 volumes the percentage of those not connected climbs to about 43%. This fact implies that it is those institutions with the least amount of capital who are also putting their collections most at risk because of lack of connection to the fire department and because few of them have sprinkler systems (16%) (see question 16). (See Figure 5).

18. Have water alarms been installed in the facility?

Water is usually addressed when people are discussing disaster preparedness plan development, but most people do not think of it as something of which they need to think prior to a disaster occurring. This becomes quite evident when one realizes that 94% of the responding institutions do not have water alarms installed. It is only among manuscript repositories (78%) and special libraries (85%) that this percentage falls below 89%. These are the only two types of institutions whose positive responses were in double digits, and even then it was only for "selected areas only."

PRESERVATION ISSUES

19. Has a survey of the condition of the building been done?

To begin addressing preservation issues, building and collection surveys should be done. Only 48% of the institutions responded that a building survey had been done. This percentage climbs to 95% among town clerks and falls to 29% among academic libraries and 31% among public libraries. Among archival repositories it is only those with holdings of 2,500 - 4,999 linear feet that have had more building surveys done (64%) than not. The same applies to those book collections between 250,000 and 499,999 volumes at 57%.

Fire Detections System Connected to Fire Dept. (Question 17)

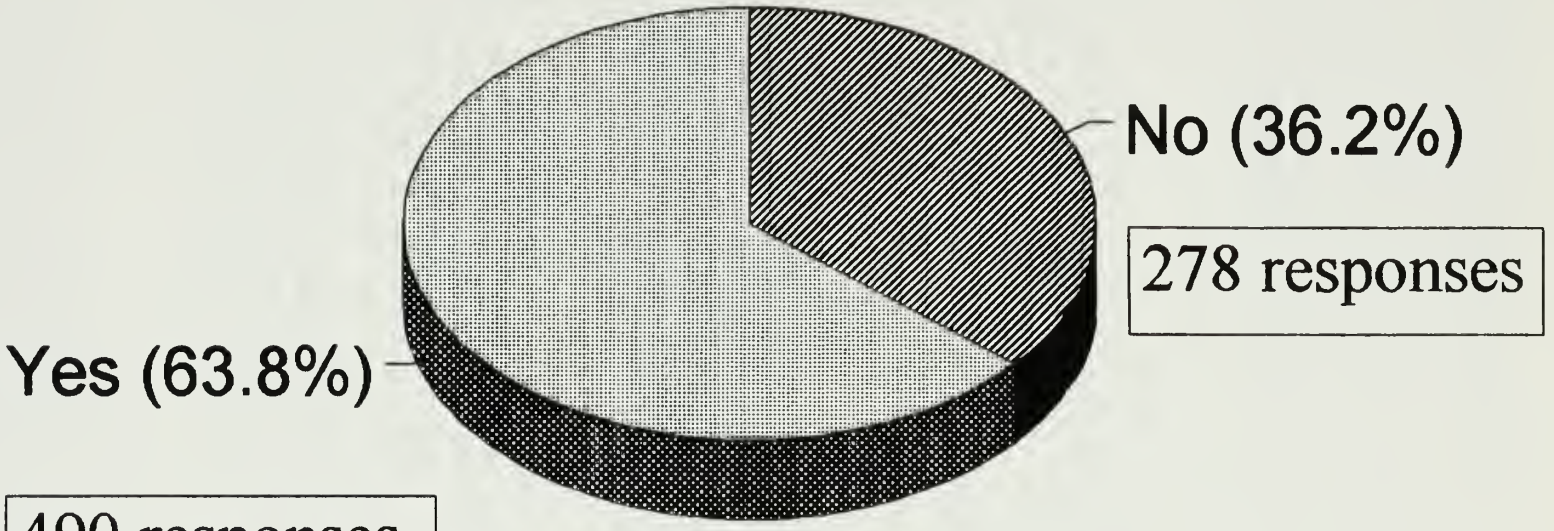


Figure 5

19a. If so, by whom was it done?

This was one area in which the type of institution really tended to make a difference as to the response given. Generally the responses fell into three categories: independent consultant (40%), staff (30%) and the Northeast Document Conservation Center (NEDCC) (29%). Within institutional type, however, the specifics changed dramatically. For town clerks all the surveys were done either by an independent consultant (46%) or staff (54%). For both public and academic libraries, the NEDCC did 40% of the surveys, and yet independent consultants did 49% of public library surveys and only 23% of academic libraries ones. In the latter instance, the staff did 33% of them. Manuscript repositories relied heavily upon the NEDCC (50%) and staff (40%) for their surveys. Those institutions with more than 100,000 volumes also used the NEDCC a significant amount of the time (56%). As the size of the archival holdings diminished, the use of independent consultants and staff appears to be greater.

19b. If, so what were the findings?

The responses to this question are not included since they were submitted as either a copy of the consultant's report or as a text answer.

20. Does the institution have a preservation plan?

The overwhelming majority (91%) of the responding institutions do NOT have a preservation plan. Only in special libraries (31%) does there seem to be some movement in this direction. On the other hand, 97% of public libraries and 95% of town clerks' offices are without preservation plans. It is interesting to note that among archival repositories those least apt to have a plan are those having between 5,000 and 9,999 (93%), between 50 and 99 (91%), between 1 and 49 (94%) linear feet of records and those reporting "No such collection" (98%). Among those institutions reporting by the size of their collections, the percentage of "No" climbs above 90% once the collections are smaller than 100,000 volumes (93%). It is only among those reporting between 250,000 and 499,999 volumes (33%) and between 500,000 and 1,000,000 volumes (21%) that there is a significant jump as to the number of institutions reporting the presence of preservation plans. Such plans have obviously not been at the top of these institutions' agendas.

21. Has a survey of the condition of the collections been done?

Although the responses show that only 30% of the institutions have had a collections survey done, this percentage can be deceiving when the types of institutional responses are examined. For example, among special libraries 51% have had a collections survey done as have 47% of historical societies and 45% of manuscript repositories. On the other hand, only 21% of public libraries, 26% of academic libraries and 32% of town clerks' offices have had one done. When the responses are analyzed by the size of the book collection, those with more than 1,000,000 volumes have had a collection performed only 6% of the time. The other responses tend to cluster around 26% except for those having collections of under 10,000 volumes. In that instance, 38% responded that they have had a survey done. Among archives repositories, the percentages of those having had a collection survey also clusters around 26% with the exception of those with 500 to 999 linear feet of records where collection surveys have been done 52% of the time. Basically, however, it is the uncommon institution that has had a collection survey done.

21a. If so, by whom was it done?

By far the majority of institutions reporting collection surveys have had them done by staff members (52%). This is followed by the NEDCC at 31%. Independent consultants carried out the surveys most often among special libraries (28%) and town clerks' offices (33%). When the responses are examined by size of archival holdings or book collection, these are some deviations by size of collection, but the general pattern is fairly close to the institutional responses. Basically, it appears that the staff themselves are the ones carrying out the surveys with some assistance particularly from the NEDCC.

21b. If so, what were the findings?

The responses to this question are not included since they were submitted as either a copy of the consultant's report or as a text answer.

22. Whom would you contact if you quickly needed the assistance of experts or consultants with specialized skills in document/book preservation/conservation?

The response to this question was textual and is not possible to analyze in this context.

23. Have you identified any persons or organizations with specialized preservation skills in the geographical area?

Generally, the response to this question was "No" (61%). However, it is interesting to note where the disparities exist. Among town clerks (78%), public libraries (70%), and historical societies (52%), the majority of institutions have not identified any preservation people in their area. Manuscript repositories (74%), academic libraries (68%) and special libraries (65%) reported that a majority had identified preservation people in their area as had archives repositories with more than 100 linear feet of records especially those with 2,500 to 4,999 (83%) and with 1,000 to 2,499 (71%) linear feet and libraries with more than 100,000 volumes especially those with between 500,000 and 1,000,000 volumes (93%). This trend implies that the larger the institution the more apt one is to have been interested in or involved in preservation activities.

24. Is there someone on the staff with preservation skills?

Besides the interest shown in preservation by having identified preservation personnel or organizations in the geographical area, the ability of an institution to have such a trained person on staff tends to be a factor of the size of the collections and the financial ability of the institution to employ such a person. Consequently, only 23% of the responding institutions were able to indicate that they had such a person on staff. Only in the instance of special libraries was this percentage to rise to a majority (55%). Among academic libraries (49%) and manuscript repositories (48%) nearly half of the institutions were able to indicate that such a person was on staff. Town clerks (95%) and public libraries (85%) were the two types of institutions where it could be expected either through lack of funds or lack of a perceived need or both that a preservation person would not be on staff or identified (see question 23). This is one issue where the financial ability to afford and to justify the presence of a preservation specialist on the staff becomes quite readily apparent as one examines the responses based on the size of collections. It is among archival repositories with more than 1,000 feet of records and libraries with more than 250,000 volumes that the percentage of institutions having a preservation person on staff equals or exceeds 50%.

24a. What is the nature of this person's skills, and how, when and where was he/she trained?

This question necessitated a textual answer that cannot be analyzed here.

24b. Has this person conducted preservation/conservation training sessions for the other members of the staff?

Having a preservation specialist on staff and having that person work to educate the rest of the staff in basic preservation matters do not appear necessarily to go hand-in-hand. Only 33% of those institutions having such a person on staff reported that person had run training sessions for the rest of the staff. This happened most often at academic libraries (43%) and least often among town clerks (13%). Institutions reporting between 250,000 and 499,999 (53%) and between 500,000 and 999,999 (63%) volumes were the only ones where in a majority of instances such programs were offered.

25. Have members of the staff attended education programs on preservation/conservation issues?

It is the training of staff that makes a difference in the success of a preservation program in a library or archives. Unfortunately, 49% of the respondents indicated that no one had attended such a program. This was particularly true among town clerks (61%) and public librarians (60%). On the other hand, those reporting from manuscript repositories indicated that only 6% had NOT attended such a program. It appears that most people have attended regional programs (30%) especially among academic libraries (51%), historical societies (52%) and manuscript repositories (52%). Town clerks essentially attend only state programs (33%) as all other categories received less than an 8% response rate. Responses from academic and special libraries and manuscript repositories indicate that there is a general interest in such programs as well as the financial means to support this interest as all the responses indicated at least a 19% attendance rate for every category listed. When these responses are examined by size of institutional holdings, it becomes even clearer that interest and finances appear to play a major role. (See Figure 6).

25a. What topics were taught in depth at these programs?

Although only a bare majority of the institutions indicated that some member of their staff had attended preservation education programs, some trends become visible when the subject matter of these programs is examined. Among the most popular programs are care and handling (61%), storage (57%), basic repairs (47%), proper shelving (47%), environmental controls (45%) and disaster preparedness (42%). It is interesting to note that most of these, except environmental controls, are programs that do not necessarily entail a large expenditure of funds and yet can still extend the life of the collections. Furthermore, certain other trends emerge. Public libraries consistently report the least attendance of any institution (all less than 37%) at preservation programs further supporting the notion that preservation does not apply to their circulating collections. Among town clerks, storage (99%) is without question the most popular program. This is not surprising since they also mentioned that they most often attended state programs. These programs for town clerks have consistently been offered by the state archives, and their emphasis has been storage. Town clerks have also attended more programs on preservation microfilming (63%) than other institutions. Academic libraries also report active attendance at educational programs on library binding (67%), protective enclosures (57%) and security (51%). In special libraries (78%), historical societies (82%) and manuscript repositories (82%) significant interest has been shown in the care of photographs. This is also true for programs on protective enclosures where special libraries (63%), historical societies (58%) and manuscript repositories (64%) also showed increased attendance. These three types of institutions are those most apt to house materials considered by mast as being "special" and therefore might entail more preservation activity than other types of materials. Of note also is that it is among those institutions housing more than 1,000 linear feet of archival materials and/or 250,000 volumes that an increased number of programmatic offerings has been attended. It is in these institutions that the ability and interest in attending such programs appears to be most often supported, professionally if not monetarily.

26. Are you aware of the services of the Northeast Document Conservation Center?

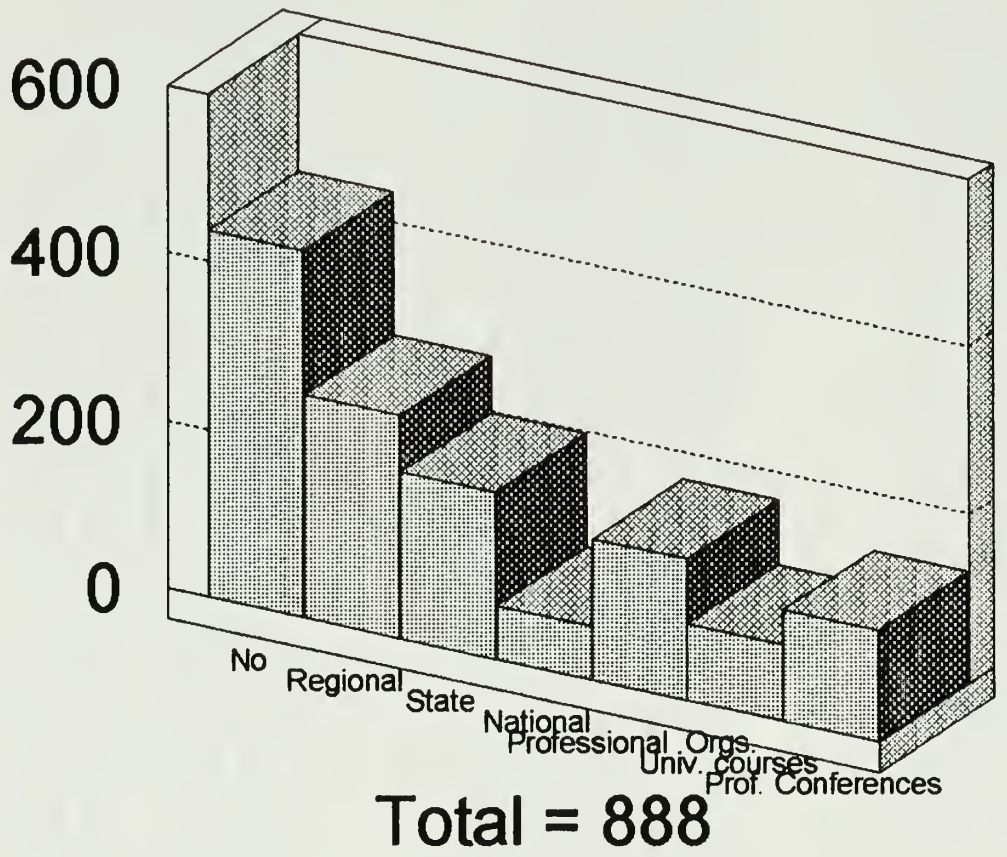
The Northeast Document Conservation Center (NEDCC) has been providing preservation/conservation services to library and archival institutions in New England since 1973, and yet certain types of institutions still do not know either of its existence or of its services. Although 63% of the responding institutions reported being aware of the services of the NEDCC, 62% of the town clerks were unaware of it. Furthermore, libraries with fewer than 50,000 volumes also fit into this category. On the other hand 91% of manuscript repositories, 87% of academic libraries, 85% of special libraries and 80% of historical societies know of the Center.

26a. If yes, have you contracted work with them?

Although 63% of the institutions are aware of the NEDCC, only 41% have ever contracted with them. It is those institutions, including special libraries (67%), historical societies (67%) and manuscript repositories (59%), with more "special collections" that have had work done by the NEDCC. These institutions are also the ones that have more of a tendency to have monies set aside for conservation work on their collections. On the other hand, town clerks (73%), public libraries (65%) and academic libraries (58%) are least apt to have contracted with the NEDCC to have work

Staff Attending Programs

Preserv/Conserv Issues (Question 25)



Total = 888

Figure 6

done. It may be that academic libraries fit this category because they also are the ones who are most apt to have a preservation/conservation person on staff, but that also does not necessarily mean that person is doing bench work.

26b. If yes, what services have you used?

A number of services have been regularly used by those institutions that have contracted with the NEDCC. The three most common are surveys (47%), paper conservation (32%) and book conservation (28%). It is interesting to note how the institutions' focus is represented among the choices. Surveys are most popular among special libraries (61%), academic libraries (52%) and historical societies (51%). Paper conservation was mentioned most often by historical societies (70%) and public libraries (51%). Book conservation was the emphasis of town clerks (68%), and then probably mostly for ledgers and account books. Among archival repositories surveys and paper conservation were most commonly contracted for by those repositories housing more than 100 feet of records while among libraries surveys, paper conservation, book conservation and preservation microfilming are services used by institutions of all sizes.

27. Are there photocopy machines available to patrons in the facility?

Photocopy machines have become ubiquitous in our institutions, and, if they are used properly and with care, they can be a valuable preservation tool. On the other hand, all too often they are left out for the patrons to use them with neither supervision nor instructions on the proper and safe method of using them. Consequently, these photocopy machines become agents of destruction for books. In 80% of the institutions these machines are available to patrons. This is particularly true in academic libraries (97%) and public libraries (86%) and least frequently in historical societies (62%). This latter situation may well be because many historical societies are small and cannot afford the purchase or lease of a photocopier. While the trend is readily apparent among archival repositories of all sizes, those with more than 10,000 feet reported that photocopiers were available in 100% of the institutions. Among libraries, those between 250,000 and 1,000,000 volumes also reported 100% availability of these machines.

27a. What is the policy regarding the use of the photocopy machines to copy documents or books?

As mentioned in the previous question photocopiers can be an effective preservation tool if used properly. Unfortunately, as is demonstrated by the responses to this question, these machines and their availability are not generally being used in a preservation manner. Forty percent of the institutions reported that there were "No restrictions" in place. This was particularly true among public libraries (60%) and academic libraries (56%) and least true in manuscript repositories (11%) and historical societies (13%). The fact that certain items are not allowed to be photocopied is really only prevalent in special libraries (50%). At the same time, 25% of the institutions require that certain items be photocopied only by the staff. It is heartening to note that in the face of the large number of institutions permitting patrons to photocopy materials without restrictions, 31% require that all materials be photocopied by the staff. This is especially true in manuscript repositories (63%) and in town clerks' offices (61%) indicating both a concern for the documents and books and the nature of institutions. Unlike a number of other responses there does not appear to be any real difference based on the size of either the archival or the book collections.

28. Is the staff trained to shelve and remove books from shelves?

All too frequently books are damaged as much by poor handling within the library, archives, historical society or museum as by their use by patrons. Proper shelving and removal techniques can dramatically lessen the damage done to spines, hinges, text blocks and boards by minimizing the stress exerted upon them. Although 53% of the institutions responded that their staffs were so trained (barely half), this percentage belies the actual figures by type of institution. Among town clerks, who really do not have that many volumes to shelve consistently, the percentage of those reporting proper training was only 25%. In historical societies, run often by volunteers, this percentage climbed to 39%. It was only among special libraries that a significant number of institutions (65%) responded that their staffs were properly trained to shelve and remove materials from the shelves. When the responses are examined by size of collection, other trends become readily apparent. With the exception of those reporting between 10,000 and 49,999 volumes (62%), only those with book collections greater than 250,000 report

a majority (60%) with properly trained staffs. Archival institutions, except for those with under 100 feet and those with between 2,500 - 4,999 feet, appear to be better trained as at least 50% of all other categories report proper training.

28a. If yes, how are they trained to remove volumes from the shelves?

Most respondents (72%) indicated that they were trained to remove volumes by pushing in the volumes on either side and grasping the desired volume on its sides. Sixty-seven percent responded that bookends were then regularly readjusted. It is enlightening to note that historical societies (91%), academic libraries (81%) and academic libraries (79%) had the largest number of respondents in this category. Public libraries at 64% had the lowest percentage. The technique of pressing down on the textblock and tilting the volume out that way was most commonly used by academic libraries (29%) and manuscript repositories (28%). Unfortunately, a substantial number of town clerks (16%) and public libraries (15%) still tilt the volume by using the headcap as the catch for their finger, thus weakening or tearing the spine. What is demonstrated when the numbers are examined by size of collection is that the larger the collection, the greater the chance that the institutions are training their staffs to remove volumes from the shelves properly.

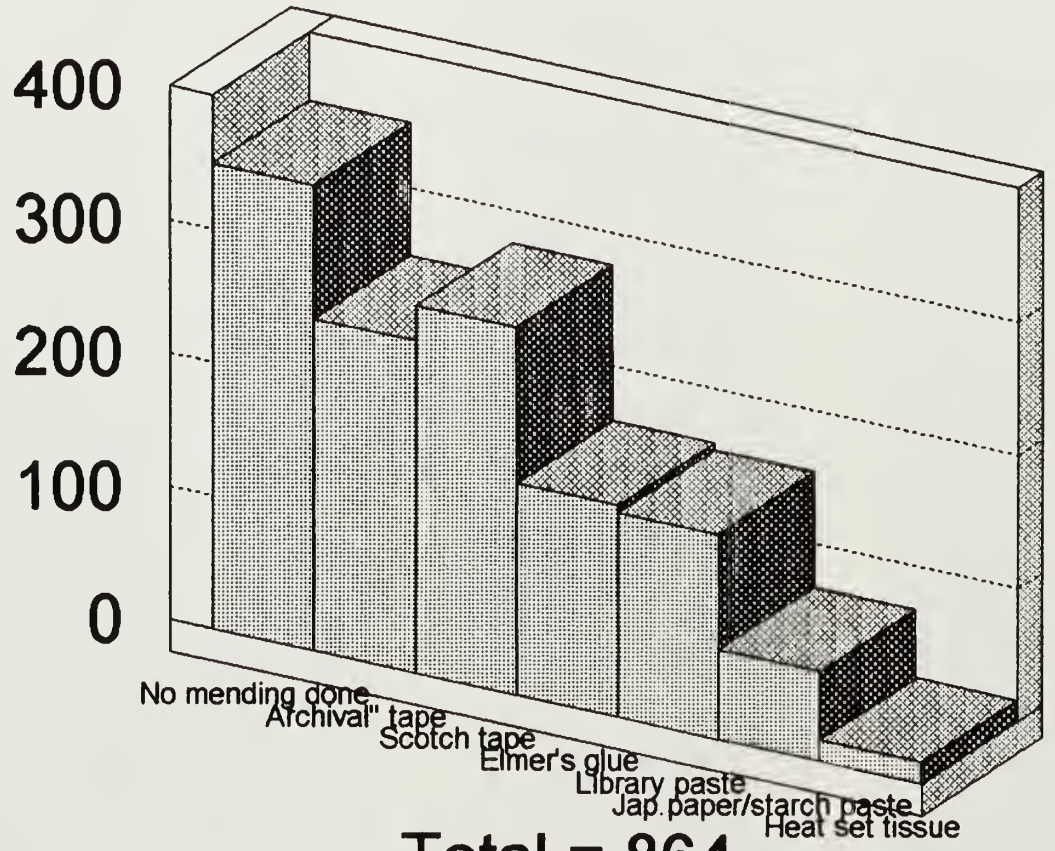
29. How are oversized books shelved in the facility?

All too often volumes that are too tall for the shelves on which they should be placed in call number order are shelved improperly on those shelves causing further damage to the spines and hinges. Thirty percent of the institutions report shelving oversized materials spine up on the shelves with smaller volumes resulting in continual stress on the hinges. This is particularly true among public libraries (39%), academic libraries (29%) and town clerks' offices (29%). It is least apt to occur in manuscript repositories (4%). Fortunately 54% of the responding institutions indicated that they shelved such volumes upright on separate shelves, and 57% mentioned that they were placed flat on separate shelves. The former situation occurs most often among academic (64%) and public (60%) libraries and least in historical societies (35%). The latter occurs most frequently in historical societies (80%), special libraries (77%) and manuscript repositories (75%) and least in public libraries (44%). As has been the case often before, the larger the collection, either book or archival, the more chance there is for the oversized volumes to be shelved in the least damaging fashion.

30. How are book pages and other paper materials mended in-house?

The method by which institutions mend paper, whether in volumes or as individual sheets, has often been determined by the understood mission of that institution. Public libraries have generally felt that their main mission is to keep materials on the shelf for circulation, and therefore they have wanted to have the repair turnaround time be a short as possible. Consequently, they have often used inappropriate methods for repair. Those institutions where the mission has been understood to be to retain materials for a much longer time have tended to apply more conservationally-correct methods of repair or have not done any, leaving it to the experts. These trends were partially borne out by the responses. Overall 32% responded that they used scotch tape for repairs. By far the largest percentage of these responses, both in absolute numbers and in percentage, was public libraries (179/276 and 52%). The second highest in each category was town clerks (57/276 and 24%). Elmer's glue (18%) and library paste (18%) also had fairly large response rates especially among public libraries (39% and 35%) and academic libraries for library paste (20%). What could be taken as an encouraging sign was the number of institutions that responded that they did nothing (40%) in the area of paper repair indicating possibly a desire to leave it to the experts or either a lack of desire to do anything or a lack of time to turn to this problem. This percentage was buoyed by high percentages among town clerks (79%), special libraries (65%) and manuscript repositories (61%). Among public libraries (13%) and academic libraries (15%) this trend does not appear to exist. "Archival" tape is also used with some frequency by a number of types of institutions especially academic (52%), public (38%) and special (36%) libraries, manuscript repositories (29%) and historical societies (25%). What this survey does not indicate, however, is whether or not this tape was being used only on relatively disposable materials or also on rare and unique items. Japanese tissue and starch paste is most commonly used in academic (25%) and special libraries (23%), possibly indicating the presence of a trained conservator on staff or at the very least someone who has been trained in paper repair by one. Among book repositories the use of scotch tape, Elmer's glue and library paste appears to be used most frequently in collections between 10,000 and 250,000 volumes. Furthermore, it is among the smallest collections that nothing is done (under 10,000 equals 63%). Among archival repositories, the trends appear to remain essentially constant. (See Figure 7).

How Mending Done In-House
Question 30



Total = 864

Figure 7

31. How are non-rare book covers and hinges mended in-house?

As with the previous question, the responses to this one often reflect the mission of the institution. Although the use of scotch tape (15%) has dropped, the use of cloth tape (with an adhesive on the back) is 33%. The latter is most often used in public (56%) and academic (41%) libraries where the absolute numbers also emphasize the frequency of use in these institutions (238 of the 273 respondents to this choice of mending material). Scotch tape is used on book covers by 26% of the public libraries. Although encouraging in that nothing deleterious is being done, the relatively high percentage of institutions reporting "Nothing done" (40%) plus "Not applicable" (10%) means that a large number of volumes that probably could be mended properly and retained are slowly, or sometimes quickly, disintegrating and becoming unusable. This trend occurs most often among town clerks (73%), historical societies (67%), special libraries (54%) and manuscript repositories (53%). Although in-house recasing is only reported by 7% of the institutions, it occurs in 21% of special and 19% of academic libraries. In both instances, this is most common in libraries having more than 250,000 volumes. The same tendency is present in the use of bookcloth and PVA. What is frustrating about these figures especially as they apply to public libraries is that it has been shown at the Wellesley Free Library, Wellesley, Massachusetts that a well-conceived, conservationally-sound repair program for a circulating public library collection can not only keep the books on the shelves longer but can save the institution money in replacement costs.

32. How are oversized prints, maps, broadsides housed?

The storage of oversized materials always presents a problem for an institution. The two most commonly reported methods are those that might well be expected: metal map cases (59%) and around or in a tube (52%). Even though these percentages are quite comparable overall, institutional trends show some real differences. Metal map cases, permitting the materials to be stored flat and hopefully in large folders, are used most often by special (80%) and academic (69%) libraries, manuscript repositories (70%) and historical societies (68%). These are also the institutions that are most apt to use large "Archival" boxes: manuscript repositories (59%), special libraries (48%), historical societies (43%) and academic libraries (35%). Unfortunately, while the second most common method of storing oversized materials, the use of a tube is often destructive to the materials especially if they are fragile and brittle. The use of tubes for oversized storage occurs most frequently in town clerks' offices (73%) and public libraries (50%). It also occurs most often in smaller repositories. Flat metal map cases and "Archival" boxes are more prevalent among the larger institutions.

32a. Where are these items housed?

Most of the time these materials appear to be housed in special collections (48%). This is particularly true of academic (63%), special (62%) and public (61%) libraries and historical societies (61%). Among manuscript repositories they are most often located in closed stacks (58%) while in historical societies (70%) and town clerks offices (67%) they are in general stacks, allowing apparently for general perusal without restrictions. Although not stated, the implication of housing them in either special collections or in closed stacks is that there is better control over access to them and that security is tighter. This is important since many of them are bulky and fragile and unrestricted access could easily damage them.

33. Are there microforms housed in the facility?

Besides serving as a replacement for periodicals, microforms play a major role in preserving the information contained on deteriorating paper and books. Interestingly enough, only 55% of the institutions reported owning any form of microform. Academic libraries (92%) have the most, followed by manuscript repositories (70%) and special libraries (62%). Historical societies reported the smallest number of microforms (29%). It is only among the smallest institutions that there is any consistency concerning the lack of microforms in the collection. Among larger repositories, the presence of microforms is quite uniformly high (91% in book collections over 50,000 volumes and 75% in archival repositories with more than 100 feet of records).

33a. If so, what are these microforms?

The mere presence of microforms says little about the type or for what use an institution has purchased them. This question attempted to fathom this information by learning what kind of microforms these institutions possessed. Microfilms (84%) and microfiche (66%) were quite definitely the most popular media present. With microfilm, it was only among town clerks (69%) and manuscript repositories (62%) that their presence is less than 87%. Microfiche are most popular in academic (94%), special (82%) and public (68%) libraries. From the preservation point of view, the presence of preservation microfilms is of key interest. It is only in manuscript repositories (43%) and special (30%) and academic (27%) libraries that there is any significant quantity of preservation microfilms. This implies that most of the microforms reported are commercial ones purchased in place of or to replace existing materials. When we examine archival repositories, only those having between 2,500 and 9,000 linear feet of records have a significant number of preservation microfilms (72%). Libraries with over 250,000 volumes are the ones really possessing preservation microfilms (43%). In both instances, it is clear that only the larger institutions have been able to afford to preserve materials on microfilm with any regularity.

33b. Where are the master negatives, if any, of the microforms housed?

Preservation microfilms do not serve their purpose if the master negatives are not stored in a climate-controlled, secure, off-site location. In the past too many institutions have just taken the master negatives and stored them in another part of their facility that may or may not have been climate-controlled. This does not minimize the threat to them from any kind of disaster. Fortunately, the responses show that of those institutions that have master negatives, the largest percentage (38%) house them off-site. Unfortunately, 15% store them in special collections and 10% do not know where they are. It is interesting to note, that with the exception of repositories with less than 10,000 volumes (53%), most of the institutions housing their master negatives off-site are the larger ones. On the other hand, they are also the ones most apt to store them in special collections.

33c. Where are the use copies of the microforms housed?

There does not appear to be any strong pattern as to the preferred location for housing the use copies of the microforms owned by an institution. They are housed in the microform reading room (39%), the special collections (37%), general stacks (23%) and closed stacks (17%). Special collections is a strong favorite among town clerks (73%), historical societies (55%) and manuscript repositories (55%). The microform reading room is the preferred location in academic (60%), special (43%) and public libraries (43%). In each of these two preferred departments, security and control is generally stricter than it would be in general stacks. On the other hand, is it interesting that closed stacks were not the choice of more institutions if these were the major factors involved.

33d. How are the microfilms housed?

In recent years there has been a movement away from the use of metal reels by microfilm suppliers, and this was evident in the statistics. Eighty-nine percent of the institutions reported plastic reels in their collection of microfilms while only 20% reported metal reels. It was only in town clerks' offices (74%) and historical societies (81%) that the percentage of plastic reels fell below 90%, and yet in both instances the percentage of metal reels was low (12% and 11%). In areas where the institutions have greater leeway as to how they store these microfilms, there was much less difference between quantities used of those materials that are preservationally sound and those that are not. For example only 20% of the institutions reported using alkaline ties while 30% mentioned rubber bands. It should be noted that rubber bands were only used by 4% of historical societies and 8% of town clerks. Alkaline ties were specifically used by manuscript repositories (50%) and special libraries (42%). In addition the use of acidic (36%) and alkaline boxes (36%) left no room for difference overall. However, manuscript repositories (67%), special libraries (61%) and historical societies (58%) consistently use alkaline boxes. Although the overall percentages remain approximately the same, the larger institutions again tend to use the better materials more often. The exceptions were among special libraries, manuscript repositories and historical societies where these materials are used fairly consistently in institutions of all sizes of collections. What is unfortunate about the lack of preservationally-sound storage materials is that microfilm is often used as a preservation medium and by storing them in acidic and other deleterious materials their life is dramatically reduced.

LIBRARY BINDING (NON-RARE BOOKS)

34. Is the bindery used by the facility a member of the Library Binding Institute?

Commercial/library binding can serve as an important preservation tool for books if preservation concerns are paramount in binding practices. In 1986 the Library Binding Institute (LBI) published the 8th edition of *Library Binding Institute Standard for Library Binding* which, for the first time, specifically addressed binding issues from a preservation point of view. Members of LBI are committed to following these standards in their binding practices. While other binders may say that they follow these standards, there is no guarantee that they do. Unfortunately, 40% of the respondents do not have any idea whether or not their bindery is a member of LBI raising questions as to the attention they pay to the rebinding of their volumes. Another 10% responded that their binder was not a member. Twenty-nine percent did respond that they had no binding done, and this was particularly true of historical societies ((51%), manuscript repositories (43%) and special libraries (40%). Academic libraries (63%) appear to be the largest users of LBI member binderies.

35. Does the bindery adhere to the specifications that comprise the 8th edition of the Library Binding Institute Standard for Library Binding?

As mentioned above, whether or not the library binder is a member of LBI is not essential if the binder adheres to the *Library Binding Institute Standard for Library Binding* since it describes the practices with preservation in mind. Here again, the lack of knowledge on the part of respondents far outweighed the definite responses. Sixty-eight percent did not know the answer to this question. This was especially true among town clerks (94%) and historical societies (84%) and among the smaller institutions. Those repositories with larger collections, whether archival or book, tended to have a better idea of whether or not their binder adhered to the LBI standards. Twenty-nine percent were able to respond "Yes," and the largest numbers here were among academic (66%) and special (58%) libraries and manuscript repositories (50%).

36. Who makes the decisions on the types of bindings used for the facility's books?

All too often the custodian of the books has just handed the books to the binder and said "bind these." Unfortunately, the result has not always been either to the benefit of the volumes or the institution. It is incumbent upon the librarian or other custodians of books to be aware of the benefits and detriments of commercial binding to be able to make an informed decision regarding the binding of their volumes. On the other hand, if the decision is not done with at least some input from the binder, an uninformed decision may be made that could be detrimental to the volumes involved. It is really a cooperative effort between informed librarians and binders that produces the best product. In 54% of the institutions, the librarians make binding decisions especially in special libraries (77%), academic libraries (62%) and manuscript repositories (60%). These decisions by only professional library staff appear to be made across the board in institutions of all sizes. Decisions involving only library staff also occur an additional 22% of the time when these decisions are made only by binding preparation staff, particularly in academic libraries (41%) and manuscript repositories (40%). Repositories relinquish their responsibility in this area 29% of the time when only the bindery staff make the decisions especially among town clerks (63%) and historical societies (47%). Again it must be noted that it is the institutions with the smallest book collections that most often do not participate in the decision-making. It is only in 22% of the time that library and bindery staff work together to determine the best binding method for the volumes to be done. Except for town clerks (4%), this occurs between 20% and 32% of the time in all other types of institutions.

37. What types of bindings are chosen for the facility's general book and periodical collection?

Unfortunately, the request for answers in percentage format based on the type of binding chosen appeared to confuse the respondents. Consequently, the responses for this question were unusable.

38. What criteria are used in choosing the type of binding to be requested for a non-rare volume?

Unfortunately, the request for answers in priority order based on the criteria used appeared to confuse the respondents. Consequently, the responses for this question were unusable.

SPECIAL COLLECTIONS/LOCAL HISTORY COLLECTIONS/ARCHIVES

39. Does the facility house collections requiring special care?

It is enlightening and reassuring to realize that the vast majority of repositories (73%) consider at least part of their collections to require special care. Special libraries (94%) and manuscript repositories (91%) lead the way, but even the lowest percentage (66%) that occurs among town clerks is a significant number. Given the importance of local public records, however, this lower percentage among town clerks is disturbing and shows a lack of concern for the preservation of the historical record. Whereas the responses to this question are consistently high when examined by size of collection, it is interesting to note that those repositories that indicated that they had no archival holdings also reported that 60% of them did not have any special collections. This implies unfortunately that these 132 institutions felt that special collections had to be archival in nature.

39a. If so, what kinds of materials are housed in the facility?

A number of the choices of types of materials housed in special collections occurred frequently throughout. Local history (76%), photographs (62%), maps (61%), local records (55%), rare books (51%) and manuscript materials (47%) all appeared consistently although where they occurred often varied. Local history materials were particularly prevalent in public libraries (97%) and historical societies (92%). Photographs were common in historical societies (97%), manuscript repositories (86%), special libraries (81%) and academic libraries (80%). Maps were really only common among historical societies (91%), and local records are present most often in town clerks' offices (92%) although their presence in historical societies (64%) and public libraries (54%) is an interesting phenomenon. Rare books, while being reported by all types of repositories, were most prevalent in academic libraries (82%), special libraries (79%) and historical societies (72%). Manuscript materials appear most often in manuscript repositories (83%), historical societies (83%), special libraries (83%) and academic libraries (76%). What is curious is that not all town clerks reported having local records and that not all manuscript repositories mentioned manuscripts as among their special collections.

39b. If so, where are these collections housed?

If collections are considered to be "special," they need to be provided with greater security than the non-"special" materials. One way to do this is to limit access to the materials to occasions when use can be adequately supervised by the staff. The best way to accomplish this is to store the materials in areas where researcher or patron access is restricted. By their very nature, the choices provided in this question imply some sort of limitation on access. Sixty-one percent reported that they were housed in the special collections department, while 39% were in a vault and 35% were in closed stacks. It is only in town clerks' offices that a relatively small percentage of the materials are in special collections (22%), but that is not surprising since 90% house them in vaults. Elsewhere, the percentage stored in closed stacks is between 43% and 55% with the higher percentages being in special libraries (55%) and historical societies (49%). Among larger archives the greatest tendency is to house the special collections in the special collections department followed by closed stacks. In the smaller repositories the special collections departments tend to house relatively more materials than either vaults or closed stacks. Special collections continue to be the location of choice when institutions, by size of their book collections, are examined . However, among the smallest institutions the percentage of those using a vault is greater than among larger ones. Among the larger ones, the use of closed stacks is more common.

39c. Where is/are this/these room(s)/vault(s) or department located?

Frequently, special collections rooms or departments are relegated to the basement or other location where climatic or other conditions are deleterious to the collections being housed there. What was encouraging to note with the responses to this question was that although 35% of the responses did indicate that these rooms were located in the basement, 89% reported that they were either on the main floor (55%) or on an upper floor (34%) or both. Basements were most common among town clerks (49%) and manuscript repositories (43%) which is unfortunate since they are the institutions most apt to house unique materials. On the other hand, town clerks also mentioned that 74% of their rooms were on the main floor as did 60% of the public libraries, indicating the probability that these holdings may well be housed in more than one location. Historical societies (50%) and special (49%) and academic (48%) libraries appear to be more apt to store these materials on upper floors rather than the basement or the main floor. Unfortunately, although there seems to be a tendency not to house such collections in the basement, 35% is still too large a percentage of institutions reporting basement storage for consistent preservation housing given that the potential for water, humidity, insect and vermin damage increases in basements.

40. How can staff gain physical access to the special collections materials?

It is an unfortunate fact that approximately 75% of thefts of library and archival materials are perpetrated by staff members. Consequently, it is important for security measures to be in place that apply not only to researchers and patrons but also to staff. An open access policy with no specific guidelines for staff is potentially inviting disaster. Therefore, a 53% positive response rate for the choice "Open to the staff without a special key" is disturbing. Unfortunately, it is not surprising that the major institutional type in which this is common practice is public libraries (72%) where open access is more the rule than the exception. Among special libraries (45%), historical societies (49%) and manuscript repositories (44%) this also occurs, but it also appears that these are institutions were the staffs only number a couple of people dealing with these types of materials. Access to these materials only by senior staff occurs most often in town clerks' offices (50%), special libraries (47%) and academic libraries (43%). No matter what the policy, it is crucial that some policy defining and potentially restricting access be in place to protect these collections from theft and/or mutilation.

41. How can researchers gain physical access to the special collections materials?

A major component of security for special collections is limiting access to them to times when the researchers' use of them can be supervised by institutional staff. Fortunately, only 13% of the institutions reported that open browsing through the special collections was a policy. Open browsing occurs most often among public libraries (28%), among the medium-sized book institutions and smallest archival repositories. Most of the time there is a realization that security must be provided for these materials as they are being used. This is borne out by the fact that 77% responded that the materials are retrieved and their use is supervised by the staff especially in special libraries (93%), historical societies (87%), manuscript repositories (86%) and academic libraries (84%). In some institutions, special libraries (45%), manuscript repositories (39%) and historical societies (35%), the requested materials are retrieved "One box/folder/book at a time." Fortunately, it can be said that generally there appears to be a real concern for the security of the "special collections" entrusted to these custodians. It is unfortunate that for whatever reasons there are still a significant number of institutions, especially public libraries, that permit open browsing through these collections.

42. What personal materials may be taken into the reading/research room?

One aspect of security that is often overlooked by institutions is the potential for either intentional or unintentional mutilation of collections by users or the theft of these collections by researchers permitted to bring all their paraphernalia into the research room with them. Being permitted to use pens and markers and to bring coats, bookbags, briefcases, etc. into special collections rooms encourages potential damage to the collection since pens and markers can slip and mark unique materials or can be used intentionally to highlight information. Furthermore, the presence of other items provides a researcher with a means of secreting items from the collection unnoticed. Providing a secure place where these materials can be stored while the researcher is working and limiting note-taking to pencil protect the collections

from damage or loss. Unfortunately, 66% of institutions have "No restrictions" as to what patrons can bring into the reading room. This is especially true of public libraries (84%), although town clerks' offices (61%), historical societies (60%) and academic libraries (56%) all report significant percentages where this is the policy. The major restriction appears to be "Paper and pencil only" (21%) which occurs most often in manuscript repositories (57%) and special libraries (50%). Consistently and across the board, it is the medium and smaller institutions (under 1,000 feet and under 500,000 volumes) were "No restrictions" is most common. Concurrently, the larger institutions (greater than 2,500 feet and over 500,000 volumes) are the ones reporting a "Paper and pencils only " policy. (See Figure 8).

43. If manuscript/archives (i.e. non-book) materials exist, how are they housed?

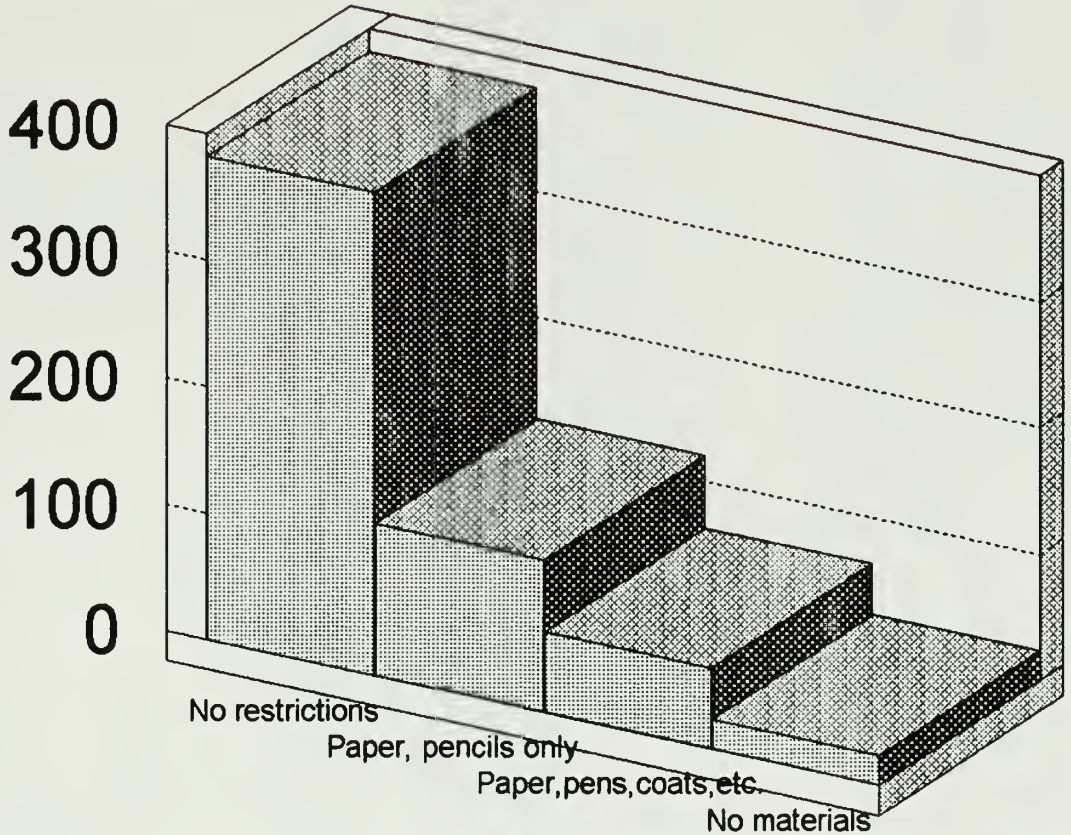
All too often institutions collect materials that cannot just stay on the shelf in their own protective coverings, e.g. book covers/jackets. To preserve these items for research and for future generations, proper housing that will not damage the materials further must be provided. Unfortunately, the most common means of providing housing for these materials can also be a destructive one - file cabinets (66%). Every time that someone opens or closes a drawer everything in that drawer shifts, abrades and folds, even if they are in folders which more than likely are manila and thus acidic. It is only among manuscript repositories that the use of file cabinets falls below 50% (46%). Their use is most common in historical societies (75%) and town clerks offices (71%). Another common container is corrugated boxes that are used 25% of the time but 46% of the time in town clerks' offices. There is a greater movement to alkaline boxes as is indicated by the 51% of the institutions reporting their use. However, this is particularly true only among manuscript repositories (88%), academic (82%) and special (72%) libraries. The same tendency is apparent in the use of alkaline folders where 45% of the institutions are reporting their use especially among manuscript repositories (81%), academic (77%) and special (67%) libraries. On the other hand, town clerks are using alkaline folders only 8% of the time. Scrapbooks are ubiquitous except in town clerks' offices where their presence is reported in only 8% of the offices. Otherwise the percentage of their presence hovers around 48%. Unfortunately, most scrapbooks, besides being very hard to preserve, are usually made up of very acidic materials.

44. Please indicate which of the following actions are routinely carried out in processing manuscripts/archives materials.

Routine arrangement and description of archival materials should involve a number of basic preservation tasks in which most archivists have been trained. On the other hand, custodians of archival materials who do not have archival training may or may not be aware of these tasks and may be causing damage by performing other deleterious actions on these materials. If people are not aware of the proper processing tasks, it is better that they do nothing until someone is available to either train them to do so properly or can do them for them. Forty percent of the respondents indicated that nothing was being done to their archival materials. This was particularly true in town clerks' offices (66%) and public libraries (56%). Of the basic tasks being performed, the removal of staples (49%), placing in alkaline folders (46%) and unfolding (42%) were the most commonly mentioned. It was not unexpected to notice that these tasks were specifically undertaken by those institutions with prime responsibility for archival materials: manuscript repositories (removing staples (84%), unfolding (80%) and placing in alkaline folders (96%)), special libraries (removing staples (74%), unfolding (72%) and placing in alkaline folders (70%)) and historical societies (removing staples (75%), unfolding (65%) and placing in alkaline folders (74%)). Among these repositories the removal of photographs and newsprint was also fairly routinely performed. Photos were removed by manuscript repositories 84% of the time, by special libraries 70% of the time and by historical societies 70% of the time. Newsprint was removed by manuscript repositories 76% of the time, by special libraries 64% of the time and by historical societies 61% of the time. Academic libraries also performed these tasks on a fairly regular basis but not as consistently as the three above mentioned types of institutions. Public libraries and town clerks' offices consistently did not perform these tasks. In both book and archival repositories all these tasks were far more routinely performed as the size of the collections increased. This indicates two phenomenon: there probably is a greater demand and necessity to make their collections available so there is a need, and more money available, to hire professionally-trained personnel for the care of these collections.

Personal mat'ls in Reading/Res. Rm.

Question 42



Total = 575

Figure 8

DISASTER PREPAREDNESS

45. Has a Disaster Plan for the recovery of fire and water damaged materials been prepared for your facility?

One key component of a preservation plan is a disaster preparedness plan. It is really only through the development of a disaster plan that an institution is able to identify potential problems and attempt to address them before they become the source of, or a factor in, a disaster. Such a plan also permits an institution to minimize the damage inflicted on the collections by fire, water or other calamity because an organized approach to the situation has already been developed. Even with these benefits, 85% of the institutions in the Commonwealth do not have a disaster plan. Seven percent do have one, and 8% reported that they had one in preparation. Although not great, the percentage of manuscript repositories (28%) and special libraries (24%) having plans is significantly higher than other repositories. Only 4% of public libraries and 3% of both historical societies and town clerks' offices report such plans in existence. Unfortunately all these statistics only serve to emphasize further how much of Massachusetts' cultural heritage is at risk from natural or manmade disasters. If the statistics are examined by size of collections or holdings, a definite trend becomes obvious. The larger the institution's collections the greater the chance that the institution will have a disaster plan. This does not mean that the percentages are significant. It only means that they are in double digits but in all cases less than 36% report having a plan in place in any one category. (See Figure 9).

45a. Please indicate which of the following elements are/will be part of your institution's Disaster Preparedness Plan.

Certain components of a disaster preparedness plan appear to be more commonly included than others. Nearly all plans include a "Description of emergency procedures" (89%) and a "Disaster response outline" (81%). In the former case, special libraries (100%), academic libraries (93%), manuscript repositories (92%), public libraries (84%) and historical societies (83%) had the largest number of respondents. For the latter response, the same occurred for special libraries (95%), academic libraries (83%), manuscript repositories (83%) and public libraries (82%). Other areas that had a significant number of answers were an "Emergency Supplies List" (78%), "Recovery priorities" (71%) and "Conservation experts" (71%). Interestingly, "Supplies stored off-site" (43%) and "List of staff volunteers" (54%) were the two areas with the least number of responses.

45b. When was the Disaster Plan prepared and last updated?

The responses to this question were such that analysis was impossible.

INSTITUTIONAL DATA

46. Type of facility.

This information was used as a means of sorting the institutions by type and in determining the number of respondents in each category.

47. County in which the facility is located.

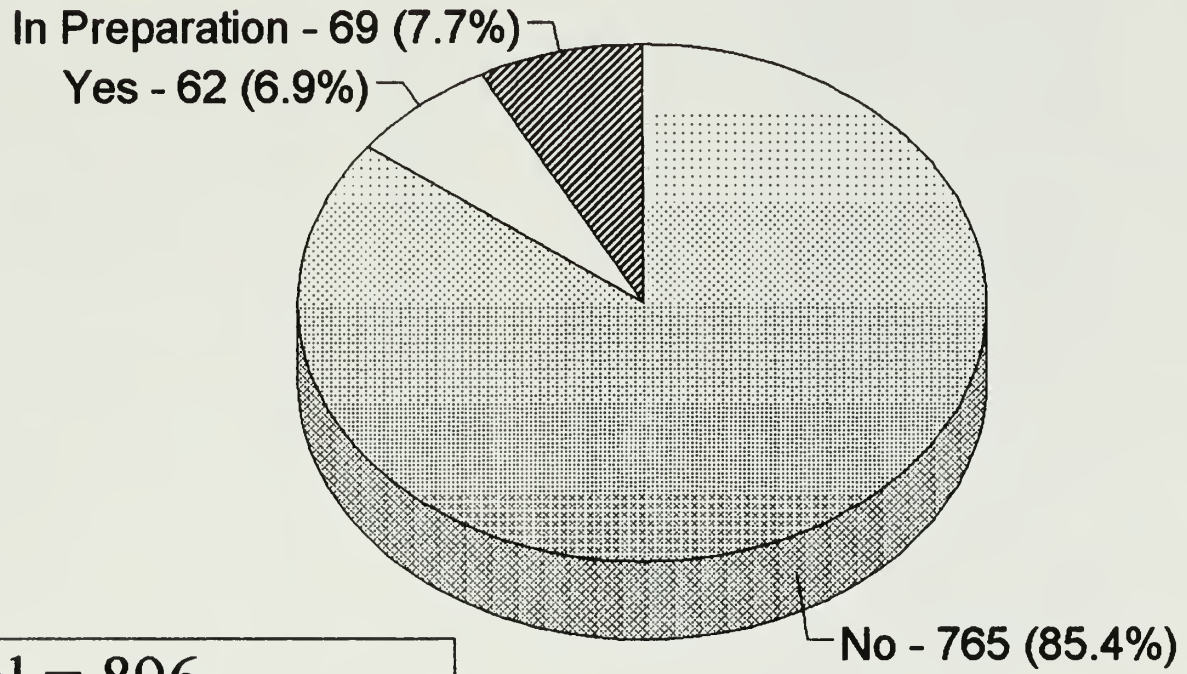
Although this information is available, it was not used in any of the analyses carried out.

48. What is the size of the facility's book collection?

This information was used alone and in conjunction with the type of institution in developing many of the tables attached.

Disaster Plan Prepared

Question 45



Total = 896

Figure 9

49. What is the size of the facility's manuscript/archives collection in linear feet (one file drawer equals three feet)?

This information was used alone and in conjunction with the type of institution in developing many of the tables attached.

50. What is the number of persons on the staff with [a Master's in Library Science or Archives Administration Training]:

Although this information is available, it was not used in any of the analyses carried out.

51. Has the institution allocated funds for preservation activities?

In most instances (63%) this has not occurred, especially among public libraries (78%) and town clerks' offices (75%). The existence of specifically allocated preservation funds is an strong indication of that institution's commitment to preservation. As can be seen by these figures, the majority of institutions in the Commonwealth do not have much of a financial commitment to preservation. On the other hand, this does not mean that preservation activities have not been initiated, but it does mean that those projects that require funds have not been started. Consistently, it is those institutions that perceive themselves as having special collections, whether they are manuscripts or rare books, that have allocated preservation monies in any quantity. This has occurred in historical societies (67%), special libraries (64%), manuscript repositories (63%) and academic libraries (60%). Furthermore, even among these institutions, those with the larger collections (more than 100 feet of archival materials or 100,000 volumes) are the ones that have committed more funds to preservation. Many aspects of preservation do not necessitate the commitment of funds, but with monies significantly more can be accomplished. Therefore, the responses to this question are a good indication of where the repositories stand in preservation statewide.

51 a. If yes, please indicate how much.

The responses to this question did not lend themselves to be analyzed.

CONCLUSIONS

The preservation of the written, graphic, visual and audio record is important to the intellectual well-being of our society. Preservation issues are many and diverse. This survey analysis presents indications of areas in which specific work is needed at the local, regional and state levels. On the other hand, it is also quite clear that nearly all areas addressed in this survey need work in one way or another. Some types of institutions are practicing good preservation techniques in some areas while failing abysmally in others.

The environmental conditions under which collections and holdings are stored generally leave much to be desired including the fact that few institutions use anything other than a thermostat or thermometer to monitor conditions. Generally the collections appear to be fairly well protected from fire, but a surprisingly large number are not connected to the fire department thus minimizing the effect of their internal detection and suppression systems. Most institutions do not know either the condition of their buildings or their collections in preservation terms, and the level of preservation knowledge is fairly low although a number of the larger institutions have had staff attend preservation programs. All too often no restrictions are in place regarding patron access to photocopiers for copying library or archival materials. Basic repairs of these materials are frequently performed with inappropriate materials and, by inference, methods. Often the theft and mutilation of library and archival materials occurs in reading rooms where there are few if any restrictions on what researchers can bring into the room. Consistently, this survey indicated that restrictions on what researchers can bring into the reading room are either non-existent or minimal. Finally, very few institutions have undertaken the development of or have in place a disaster plan to minimize damage and to assist in recovery from a disaster. If there is any trend that the survey highlighted it is that there is a greater tendency for larger institutions and those that housed "special collections" to be more knowledgeable about and to practice preservation on a regular basis.

No one type of institution can claim a clean bill across the board. However, the aim of this report is not to point the finger at any one person or group. It is intended to provide the information from which we can begin to develop a statewide preservation program and from which local institutions can examine their own preservation priorities and practices.

REFERENCES

[1]The preceding paragraphs have been exerpted from *Preserved To Serve: The Massachusetts Preservation Agenda.* Boston : Massachusetts Board of Library Commissioners, 1992, pp. 4-5.

[2]*Ibid.*, pp. 8-9.

[3]Dillman, Don *A. Mail and Telephone Surveys: The Total Design Method.* New York: John Wiley & Sons, 1978, p. viii.

APPENDIX A

RESPONSES BY TYPE OF INSTITUTION

	Public		Academic		Special		Histor..		Town Clerk		Manuscript		ALL	
	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%
3. Predominant material facility construction	n=	368	n=	124	n=	53	n=	102	n=	269	n=	31	n=	947
1 Stone	112	30%	23	19%	15	28%	23	23%	45	17%	11	35%	229	24%
2 Brick	224	61%	70	56%	31	58%	43	42%	155	58%	21	68%	544	57%
3 Wood	160	43%	17	14%	15	28%	72	71%	162	60%	8	26%	434	46%
4 Concrete	104	28%	94	76%	24	45%	24	24%	83	31%	15	48%	344	36%
5 Glass	63	17%	61	49%	13	25%	14	14%	35	13%	13	42%	199	21%
6 Steel	41	11%	44	35%	18	34%	14	14%	39	14%	11	35%	167	18%
7 Don't know	4	1%	0	0%	0	0%	0	0%	1	0%	0	0%	5	1%
4. Condition of roof and exterior walls	n=	368	n=	121	n=	51	n=	102	n=	258	n=	32	n=	930
1 Good condition	258	70%	81	87%	37	73%	82	80%	182	71%	29	91%	669	72%
2 Exterior walls are insulated	95	26%	32	26%	14	27%	18	18%	68	26%	8	25%	235	25%
3 Exterior walls not insulated	177	48%	33	27%	19	37%	60	59%	95	37%	6	25%	392	42%
4 Condensation occurs on walls/windows	29	8%	10	8%	5	10%	10	10%	19	7%	2	8%	75	8%
5 Exterior walls leak	35	10%	10	8%	5	10%	7	7%	9	3%	3	9%	69	7%
6 Roof/attic is insulated	144	39%	31	26%	18	35%	33	32%	71	28%	7	22%	304	33%
7 Roof/attic is not insulated	118	32%	19	16%	14	27%	42	41%	61	24%	8	25%	262	28%
8 Water accumulates on roof	47	13%	32	26%	8	12%	0	0%	12	5%	1	3%	98	11%
9 Roof leaks	80	22%	39	32%	6	12%	12	12%	28	11%	3	9%	168	18%
10 Don't know	10	3%	6	7%	2	4%	3	3%	22	9%	1	3%	48	5%
5. Which of the rooms exist in your facility?	n=	364	n=	119	n=	52	n=	98	n=	245	n=	28	n=	906
1 None	48	13%	18	15%	6	12%	9	9%	37	15%	5	18%	121	13%
2 Attic	176	48%	21	18%	15	29%	57	58%	100	41%	3	11%	372	41%
3 Basement stacks	171	47%	60	50%	26	50%	28	29%	77	31%	11	39%	373	41%
4 Storage room(s)	205	56%	78	66%	31	60%	65	66%	160	65%	14	50%	553	81%
5 Non-stack basement	188	52%	58	49%	18	35%	51	52%	63	26%	7	25%	385	42%
5a. What is the condition of the attic?	n=	165	n=	24	n=	14	n=	60	n=	102	n=	4	n=	369
1 Clean	80	48%	14	58%	10	71%	28	47%	38	37%	3	75%	173	47%
2 Cluttered	54	33%	8	33%	3	21%	27	45%	43	42%	1	25%	136	37%
3 Dirty	51	31%	7	29%	4	29%	13	22%	37	36%	1	25%	113	31%
4 Dry	101	61%	11	46%	8	57%	36	60%	51	50%	1	25%	208	56%
5 Wet	12	7%	1	4%	1	7%	1	2%	2	2%	0	0%	17	5%
6 Rodents	21	13%	1	4%	1	7%	4	7%	9	9%	0	0%	36	10%
7 Insects	16	10%	0	0%	1	7%	4	7%	9	9%	0	0%	30	8%
8 Mold	11	7%	0	0%	2	14%	3	5%	4	4%	0	0%	20	5%
5a. What is the condition of the basement stacks?	n=	169	n=	60	n=	23	n=	28	n=	77	n=	12	n=	369
1 Clean	94	56%	54	90%	14	81%	19	68%	35	45%	10	83%	226	61%
2 Cluttered	61	36%	6	13%	7	30%	9	32%	33	43%	1	8%	119	32%
3 Dirty	33	20%	4	7%	4	17%	7	25%	17	22%	1	8%	66	18%
4 Dry	89	53%	29	48%	9	39%	13	46%	33	43%	4	33%	177	48%
5 Wet	28	17%	8	13%	6	26%	4	14%	13	17%	3	25%	62	17%
8 Rodents	13	8%	2	3%	3	13%	0	0%	2	3%	1	8%	21	6%
7 Insects	18	9%	6	10%	5	22%	3	11%	2	3%	4	33%	36	10%
8 Mold	38	22%	6	10%	4	17%	9	32%	12	16%	1	8%	70	19%
5a. What is the condition of the storage rooms?	n=	211	n=	78	n=	29	n=	81	n=	159	n=	17	n=	555
1 Clean	91	43%	38	49%	23	79%	41	67%	77	48%	12	71%	282	51%
2 Cluttered	126	60%	39	50%	9	31%	25	41%	76	48%	8	47%	283	51%
3 Dirty	44	21%	16	21%	5	17%	4	7%	23	14%	3	18%	95	17%
4 Dry	121	57%	38	49%	15	52%	35	57%	77	48%	9	53%	295	53%
5 Wet	91	43%	8	10%	2	7%	3	5%	6	5%	2	12%	114	21%
8 Rodents	13	8%	2	3%	1	3%	4	7%	3	2%	1	6%	24	4%
7 Insects	12	6%	5	6%	1	3%	5	8%	6	4%	2	12%	31	6%
8 Mold	24	11%	8	10%	1	3%	4	7%	18	11%	1	6%	56	10%
5a. What is the condition of the non-stack basement?	n=	192	n=	40	n=	18	n=	56	n=	70	n=	7	n=	383
1 Clean	93	48%	23	58%	11	81%	27	48%	28	37%	4	57%	184	48%
2 Cluttered	72	38%	19	48%	5	28%	20	36%	36	51%	3	43%	155	40%
3 Dirty	58	30%	11	28%	4	22%	11	20%	20	29%	3	43%	107	28%
4 Dry	83	43%	18	40%	7	39%	24	43%	27	39%	2	29%	159	42%
5 Wet	52	27%	8	20%	4	22%	12	21%	13	19%	1	14%	90	23%
8 Rodents	20	10%	1	3%	2	11%	3	5%	9	13%	1	14%	36	9%
7 Insects	14	7%	3	8%	1	6%	4	7%	4	6%	1	14%	27	7%
8 Mold	39	20%	6	15%	4	22%	10	18%	16	26%	3	43%	80	21%

	Public		Academic		Special		Historical		Town Clerk		Manuscript		ALL	
	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%
6. Type of security system?	n=	357	n=	123	n=	51	n=	100	n=	251	n=	32	n=	914
1 None	116	32%	8	7%	8	16%	13	13%	98	39%	3	9%	246	27%
2 Shared system	29	8%	62	50%	27	53%	21	21%	149	59%	21	66%	309	34%
3 Burglar alarms	108	30%	39	32%	25	49%	53	53%	34	14%	10	31%	269	29%
4 Motion detectors	148	41%	28	23%	25	49%	54	54%	32	13%	7	22%	294	32%
5 After-hours guard	5	1%	41	33%	17	33%	7	7%	4	2%	15	47%	89	10%
6 Computerized system	21	6%	7	6%	9	18%	13	13%	6	2%	5	16%	61	7%
7 Electronics at exit	65	18%	74	60%	13	25%	22	22%	12	5%	5	16%	191	21%
7. Areas covered by HVAC?	n=	312	n=	113	n=	43	n=	68	n=	203	n=	30	n=	769
1 General books	277	89%	100	88%	25	58%	50	74%	64	32%	11	37%	527	69%
2 Special collections	189	61%	81	72%	37	86%	56	82%	73	36%	23	77%	459	60%
3 Administrative areas	239	77%	106	94%	30	70%	50	74%	157	77%	21	70%	603	78%
4 Don't know	10	3%	2	2%	1	2%	3	4%	20	10%	2	7%	38	5%
8. Components?	n=	327	n=	122	n=	48	n=	82	n=	213	n=	30	n=	822
1 Heating	313	96%	118	97%	46	96%	76	93%	182	85%	28	93%	763	93%
2 Ventilation	145	44%	98	80%	29	60%	23	28%	58	27%	20	67%	373	45%
3 Air-conditioning	186	57%	95	78%	37	77%	29	35%	124	58%	25	83%	496	60%
4 Humidity control	54	17%	23	19%	22	46%	31	38%	48	23%	16	53%	194	24%
5 Don't know	4	1%	2	2%	1	2%	2	2%	13	6%	0	0%	22	3%
9. What areas are covered by AC?	n=	196	n=	98	n=	37	n=	29	n=	138	n=	26	n=	524
1 General books	161	82%	80	82%	22	59%	20	69%	35	25%	10	38%	328	63%
2 Special collections	121	62%	69	70%	32	86%	23	79%	38	28%	19	73%	302	58%
3 Administrative areas	158	81%	89	91%	29	78%	21	72%	117	85%	18	69%	432	82%
4 Don't know	3	2%	1	1%	1	3%	0	0%	9	7%	1	4%	15	3%
9a. Where is the chiller located?	n=	198	n=	94	n=	36	n=	31	n=	147	n=	22	n=	528
1 Roof	53	27%	44	47%	9	25%	8	26%	32	22%	7	32%	153	29%
2 Outside on the grounds	70	35%	17	18%	5	14%	12	39%	3	2%	3	14%	110	21%
3 Mechanical room	39	20%	34	36%	20	56%	9	29%	11	7%	8	36%	121	23%
4 Windows	75	38%	17	18%	11	31%	6	19%	94	64%	7	32%	210	40%
10. Constant control possible?	n=	325	n=	119	n=	48	n=	82	n=	228	n=	29	n=	831
1 No	219	67%	71	60%	25	52%	66	80%	176	77%	9	31%	566	68%
2 Yes	106	33%	48	40%	23	48%	16	20%	52	23%	20	69%	265	32%
11. Constant setting?	n=	199	n=	78	n=	31	n=	41	n=	122	n=	24	n=	495
1 No	151	76%	48	62%	7	23%	21	51%	64	52%	8	33%	299	60%
2 Don't know	11	6%	9	12%	4	13%	4	10%	21	17%	3	13%	52	11%
3 Yes	37	19%	21	27%	20	65%	16	39%	37	30%	13	54%	144	29%
11a. Setting of Air-conditioning?	n=	114	n=	54	n=	27	n=	18	n=	79	n=	20	n=	312
60-63	1	1%	1	2%	2	7%	0	0%	3	4%	2	10%	9	3%
64-67	12	11%	2	4%	3	11%	3	17%	10	13%	2	10%	32	10%
68-71	46	40%	19	35%	11	41%	7	39%	24	30%	9	45%	116	37%
72-75	31	27%	9	17%	6	22%	5	28%	8	10%	5	25%	64	21%
76-79	7	6%	5	9%	0	0%	1	6%	0	0%	0	0%	13	4%
Don't know	17	15%	18	33%	5	19%	2	11%	34	43%	2	10%	78	25%
11a. Setting of heating?	n=	160	n=	65	n=	30	n=	35	n=	98	n=	22	n=	410
60-63	10	6%	1	2%	1	3%	8	23%	5	5%	3	14%	28	7%
64-67	36	23%	3	5%	5	17%	7	20%	17	17%	2	9%	70	17%
68-71	91	57%	27	42%	18	60%	16	46%	44	45%	12	55%	208	51%
72-75	12	8%	9	14%	0	0%	0	0%	3	3%	3	14%	24	6%
76-79	1	1%	1	2%	1	3%	0	0%	1	1%	0	0%	4	1%
Don't know	10	6%	19	29%	5	17%	4	11%	28	29%	2	9%	68	17%

	Public		Academic		Special		Historical		Town Clerk		Manuscript		ALL	
	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%
11b. AC turned down or shut off?	n=	129	n=	63	n=	28	n=	22	n=	90	n=	21	n=	353
1 No	18	14%	10	16%	13	46%	8	36%	20	22%	7	33%	76	22%
2 Don't know	5	4%	2	3%	1	4%	1	5%	15	17%	4	19%	28	8%
3 Yes	106	82%	51	81%	14	50%	13	59%	55	61%	10	48%	249	71%
11b. Heat turned down or shut off?	n=	178	n=	69	n=	27	n=	41	n=	107	n=	22	n=	444
1 No	32	18%	12	17%	14	52%	17	41%	32	30%	8	36%	115	26%
2 Don't know	9	5%	4	6%	1	4%	4	10%	16	15%	4	18%	38	9%
3 Yes	137	77%	53	77%	12	44%	20	49%	59	55%	10	45%	291	66%
11b. Ventilation turned down or shut off?	n=	83	n=	54	n=	18	n=	12	n=	54	n=	17	n=	238
1 No	27	33%	18	30%	12	67%	5	42%	20	37%	7	41%	87	37%
2 Don't know	10	12%	4	7%	1	6%	3	25%	18	33%	4	24%	40	17%
3 Yes	46	55%	34	63%	5	28%	4	33%	18	30%	6	35%	111	47%
11c. Humidity control devices used?	n=	135	n=	62	n=	26	n=	40	n=	87	n=	19	n=	369
1 Portable humidifiers	14	10%	12	19%	4	15%	6	15%	13	15%	1	5%	50	14%
2 Portable dehumidifiers	66	49%	11	18%	7	27%	20	50%	37	43%	6	32%	147	40%
3 System humidification	28	21%	15	24%	12	46%	13	33%	16	18%	9	47%	93	25%
4 System dehumidification	30	22%	19	31%	14	54%	8	20%	15	17%	11	58%	97	26%
12. Separate HVAC for special collections?	n=	330	n=	114	n=	49	n=	89	n=	241	n=	27	n=	850
1 No	298	90%	82	72%	29	59%	75	84%	199	83%	17	63%	700	82%
2 Yes	32	10%	32	28%	20	41%	14	16%	42	17%	10	37%	150	18%
12a. Constant control?	n=	74	n=	43	n=	25	n=	26	n=	79	n=	14	n=	261
1 No	41	55%	15	35%	11	44%	18	69%	39	49%	3	21%	127	49%
2 Yes	33	45%	28	65%	14	56%	8	31%	40	51%	11	79%	134	51%
12b. Constant setting?	n=	62	n=	38	n=	24	n=	27	n=	70	n=	11	n=	232
1 No	33	53%	12	32%	6	25%	14	52%	27	39%	2	18%	94	41%
2 Don't know	5	8%	3	8%	3	13%	3	11%	12	17%	1	9%	27	12%
3 Yes	24	39%	23	61%	15	63%	10	37%	31	44%	8	73%	111	48%
12c. Setting of Air-conditioning?	n=	40	n=	34	n=	14	n=	11	n=	43	n=	11	n=	153
60-63	4	10%	1	3%	2	14%	1	9%	3	7%	2	18%	13	8%
64-67	7	18%	7	21%	1	7%	1	9%	3	7%	2	18%	21	14%
68-71	11	28%	15	44%	7	50%	4	36%	9	21%	3	27%	49	32%
72-75	4	10%	1	3%	3	21%	1	9%	4	9%	3	27%	16	10%
76-79	4	10%	2	6%	0	0%	0	0%	0	0%	0	0%	8	4%
Don't know	10	25%	8	24%	1	7%	4	36%	24	56%	1	9%	48	31%
12c. Setting of heating?	n=	43	n=	35	n=	16	n=	25	n=	46	n=	11	n=	176
60-63	1	2%	2	6%	2	13%	6	24%	3	7%	2	18%	16	9%
64-67	10	23%	6	17%	2	13%	5	20%	5	11%	2	18%	30	17%
68-71	23	53%	16	46%	11	69%	8	32%	14	30%	5	45%	77	44%
72-75	2	5%	3	9%	0	0%	0	0%	2	4%	1	9%	8	5%
76-79	1	2%	1	3%	0	0%	0	0%	1	2%	0	0%	3	2%
Don't know	6	14%	7	20%	1	6%	6	24%	21	46%	1	9%	42	24%
12d. AC turned down or shut off?	n=	44	n=	37	n=	16	n=	12	n=	46	n=	11	n=	166
1 No	21	48%	17	46%	10	63%	8	67%	21	46%	7	64%	84	51%
2 Don't know	1	2%	3	8%	0	0%	1	8%	11	24%	2	18%	18	11%
3 Yes	22	50%	17	46%	6	38%	3	25%	14	30%	2	18%	64	39%
12d. Heat turned down or shut off?	n=	47	n=	40	n=	16	n=	25	n=	49	n=	11	n=	188
1 No	19	40%	14	35%	9	56%	8	32%	22	45%	7	64%	79	42%
2 Don't know	3	6%	4	10%	0	0%	2	8%	11	22%	2	18%	22	12%
3 Yes	25	53%	22	55%	7	44%	15	60%	18	33%	2	18%	87	46%

	Public		Academic		Special		Historical		Town Clerk		Manuscript		ALL	
	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%
12d. Ventilation turned down or shut off?	n=	32	n=	34	n=	9	n=	10	n=	31	n=	10	n=	126
1 No	17	53%	15	44%	7	78%	7	70%	15	48%	7	70%	68	54%
2 Don't know	4	13%	6	18%	0	0%	1	10%	10	32%	2	20%	23	18%
3 Yes	11	34%	13	38%	2	22%	2	20%	6	19%	1	10%	35	28%
12e. Humidity control devices used?	n=	51	n=	37	n=	15	n=	25	n=	53	n=	12	n=	193
1 Portable humidifiers	11	22%	4	11%	3	20%	4	16%	10	19%	1	8%	33	17%
2 Portable dehumidifiers	22	43%	6	16%	1	7%	13	52%	17	32%	3	25%	62	32%
3 System humidification	14	27%	19	51%	9	60%	7	28%	12	23%	8	67%	69	36%
4 System dehumidification	18	31%	16	43%	10	67%	4	16%	13	25%	8	67%	67	35%
13. Environmental monitoring devices?	n=	359	n=	123	n=	48	n=	98	n=	252	n=	29	n=	909
1 None	41	11%	8	7%	9	19%	27	26%	62	25%	4	14%	151	17%
2 Thermostat	290	81%	89	72%	32	67%	59	60%	164	65%	19	66%	653	72%
3 Thermometer	126	35%	52	42%	18	33%	26	27%	58	23%	7	24%	285	31%
4 Hygrometer	23	6%	23	19%	9	19%	18	16%	11	4%	6	21%	88	10%
5 Thermohygrometer	7	2%	5	4%	8	17%	8	6%	2	1%	6	21%	34	4%
8 Hygrothermograph	4	1%	17	14%	18	33%	10	10%	1	0%	5	17%	53	6%
7 Sling psychrometer	1	0%	6	5%	7	15%	7	7%	1	0%	5	17%	27	3%
8 Battery-operated psychrometer	0	0%	4	3%	1	2%	0	0%	1	0%	1	3%	7	1%
14. Reduction of entering light?	n=	341	n=	118	n=	39	n=	96	n=	252	n=	30	n=	878
1 No windows	9	3%	10	8%	8	21%	12	13%	74	29%	13	43%	126	14%
2 Nothing done	125	37%	28	24%	14	36%	24	25%	82	33%	1	3%	274	31%
3 Light-filtering film	17	5%	18	15%	8	21%	18	17%	1	0%	4	13%	64	7%
4 Light-filtering glass	17	5%	8	7%	4	10%	9	9%	5	2%	0	0%	43	5%
5 Shades	164	48%	45	38%	5	13%	47	49%	84	33%	12	40%	357	41%
6 Curtains	100	29%	48	41%	11	28%	37	39%	51	20%	8	27%	255	29%
7 Roof overhangs	24	7%	19	16%	2	5%	3	3%	7	3%	1	3%	56	6%
8 Awnings	4	1%	0	0%	1	3%	0	0%	2	1%	0	0%	7	1%
15. Reduction of UV radiation inside?	n=	347	n=	122	n=	48	n=	97	n=	240	n=	28	n=	882
1 None	275	79%	79	65%	18	38%	46	47%	202	84%	13	46%	633	72%
2 UV-filtering sleeves	29	8%	27	22%	22	46%	22	23%	10	4%	12	43%	122	14%
3 Low UV fluorescent tubes	26	7%	9	7%	10	21%	11	11%	19	8%	2	7%	77	9%
4 UF-3 or UF-4 plexiglass	2	1%	1	1%	8	13%	11	11%	1	0%	1	4%	22	2%
5 UV-filtering film	5	1%	10	8%	4	8%	15	15%	1	0%	1	4%	38	4%
6 Lights turned on and off	41	12%	23	19%	11	23%	27	28%	20	8%	8	29%	130	15%
18. FirFire detection/suppression systems installed?	n=	368	n=	123	n=	53	n=	103	n=	266	n=	30	n=	943
1 No	50	14%	10	8%	5	9%	13	13%	57	21%	4	13%	139	15%
2 Don't know	2	1%	5	4%	1	2%	2	2%	9	3%	1	3%	20	2%
3 Yes	318	86%	108	88%	47	89%	88	85%	200	75%	25	83%	784	83%
16a. Type of system?	n=	319	n=	110	n=	44	n=	88	n=	204	n=	25	n=	790
1 Fire extinguishers	299	94%	103	94%	40	91%	71	81%	166	81%	23	92%	702	89%
2 Wet pipe sprinklers	37	12%	35	32%	13	30%	7	8%	48	24%	7	28%	147	19%
3 Dry pipe sprinklers	7	2%	13	12%	6	14%	4	5%	15	7%	4	16%	49	6%
4 Halon	8	2%	11	10%	8	18%	2	2%	8	4%	4	16%	39	5%
5 Smoke detectors	216	68%	72	65%	28	64%	7	8%	119	58%	18	64%	458	58%
8 Heat detectors	144	45%	41	37%	23	52%	43	49%	77	38%	10	40%	338	43%
7 Ionization detectors	15	5%	4	4%	8	18%	4	5%	3	1%	2	8%	36	5%
16b. Where are these systems installed (Everywhere)?	n=	288	n=	106	n=	40	n=	74	n=	162	n=	22	n=	692
1 Fire extinguishers	263	91%	98	92%	34	85%	52	70%	119	73%	18	82%	584	84%
2 Wet pipe sprinklers	27	9%	29	27%	10	25%	5	7%	36	22%	8	27%	113	16%
3 Dry pipe sprinklers	5	2%	3	3%	5	13%	2	3%	14	9%	2	9%	31	4%
4 Halon	1	0%	1	1%	2	5%	1	1%	0	0%	1	5%	8	1%
5 Smoke detectors	187	65%	63	59%	24	60%	53	72%	83	51%	14	84%	424	81%
8 Heat detectors	115	40%	31	29%	22	55%	37	50%	53	33%	9	41%	267	39%
7 Ionization detectors	11	4%	4	4%	8	15%	2	3%	3	2%	1	5%	27	4%

	Public		Academic		Special		Historical		Town Clerk		Manuscript		ALL	
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16b. Where are these systems installed (Storage areas)?	n=	46	n=	22	n=	6	n=	24	n=	26	n=	5	n=	131
1 Fire extinguishers	27	59%	6	36%	4	50%	16	67%	11	42%	4	80%	70	53%
2 Wet pipe sprinklers	3	7%	6	27%	3	38%	2	8%	7	27%	2	40%	23	18%
3 Dry pipe sprinklers	0	0%	4	18%	0	0%	0	0%	2	8%	1	20%	7	5%
4 Halon	1	2%	1	5%	1	13%	0	0%	1	4%	1	20%	5	4%
5 Smoke detectors	19	41%	7	32%	4	50%	9	38%	6	23%	2	40%	47	36%
6 Heat detectors	14	30%	6	36%	1	13%	6	25%	6	31%	1	20%	38	29%
7 Ionization detectors	1	2%	0	0%	0	0%	1	4%	0	0%	0	0%	2	2%
16b. Where are these systems installed (Vault)?	n=	5	n=	8	n=	8	n=	6	n=	27	n=	4	n=	58
1 Fire extinguishers	2	40%	2	25%	4	50%	1	17%	12	44%	2	50%	23	40%
2 Wet pipe sprinklers	1	20%	1	13%	0	0%	0	0%	4	15%	1	25%	7	12%
3 Dry pipe sprinklers	0	0%	1	13%	1	13%	0	0%	2	7%	1	25%	5	9%
4 Halon	1	20%	4	50%	2	25%	2	33%	4	15%	3	75%	16	28%
5 Smoke detectors	2	40%	4	50%	2	25%	4	67%	10	37%	1	25%	23	40%
6 Heat detectors	0	0%	4	50%	3	38%	3	50%	11	41%	1	25%	22	38%
7 Ionization detectors	0	0%	1	13%	1	13%	0	0%	1	4%	1	25%	4	7%
16b. Where are these systems installed (Spec. collect.)?	n=	21	n=	18	n=	10	n=	10	n=	17	n=	7	n=	83
1 Fire extinguishers	14	67%	9	50%	5	50%	5	50%	8	47%	4	57%	45	54%
2 Wet pipe sprinklers	4	19%	2	11%	1	10%	1	10%	0	0%	2	29%	10	12%
3 Dry pipe sprinklers	0	0%	3	17%	0	0%	0	0%	1	6%	1	14%	5	6%
4 Halon	4	19%	6	33%	3	30%	2	20%	6	35%	4	57%	25	30%
5 Smoke detectors	6	29%	9	50%	3	30%	5	50%	5	29%	4	57%	32	39%
6 Heat detectors	6	29%	6	44%	3	30%	3	30%	5	29%	2	29%	27	33%
7 Ionization detectors	0	0%	1	6%	1	10%	0	0%	0	0%	1	14%	3	4%
16c. Inspected regularly?	n=	315	n=	106	n=	46	n=	86	n=	197	n=	25	n=	775
1 No	29	9%	6	6%	2	4%	10	12%	10	5%	4	16%	61	8%
2 Annually	188	60%	49	46%	15	33%	44	51%	76	39%	8	32%	380	49%
3 Twice a Year	51	16%	20	19%	13	28%	10	12%	42	21%	5	20%	141	18%
4 More than twice a year	19	6%	14	13%	10	22%	8	9%	23	12%	4	16%	78	10%
5 Don't know	28	9%	17	16%	6	13%	14	16%	46	23%	4	16%	115	15%
16d. How are they inspected?	n=	274	n=	105	n=	53	n=	66	n=	166	n=	19	n=	683
1 With a match	3	1%	3	3%	1	2%	1	2%	0	0%	0	0%	6	1%
2 Professionally-trained personnel	192	70%	71	68%	35	66%	44	67%	105	63%	14	74%	461	67%
3 Fire marshall	79	29%	31	30%	4	8%	16	24%	32	19%	3	16%	165	24%
4 Don't know	25	9%	15	14%	4	8%	8	12%	39	23%	3	16%	94	14%
17. Connected to fire department?	n=	306	n=	108	n=	46	n=	89	n=	197	n=	22	n=	768
1 No	113	37%	41	38%	14	30%	33	37%	67	34%	10	45%	278	36%
2 Yes	193	63%	67	62%	32	70%	56	63%	130	66%	12	55%	490	64%
18. Are water alarms present?	n=	347	n=	110	n=	48	n=	93	n=	245	n=	27	n=	870
1 No	339	98%	98	89%	41	85%	88	95%	228	93%	21	78%	615	94%
2 Throughout the facility	5	1%	5	5%	2	4%	0	0%	9	4%	1	4%	22	3%
3 Selected areas only	3	1%	7	6%	5	10%	5	5%	8	3%	5	19%	33	4%
19. Has a building survey been done?	n=	351	n=	119	n=	51	n=	97	n=	158	n=	29	n=	805
1 No	241	69%	85	71%	26	51%	48	49%	8	5%	14	48%	422	52%
2 Yes	110	31%	34	29%	25	49%	49	51%	150	95%	15	52%	383	48%
19a. Who performed the building survey?	n=	77	n=	30	n=	21	n=	42	n=	48	n=	10	n=	228
1 NEDCC	31	40%	12	40%	7	33%	12	29%	0	0%	5	50%	67	29%
2 Independent Consultant	38	49%	7	23%	9	43%	14	33%	22	46%	1	10%	91	40%
3 Society of American Archivists	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
4 Staff	13	17%	10	33%	3	14%	13	31%	26	54%	4	40%	69	30%

	Public		Academic		Special		Historical		Town Clerk		Manuscript		ALL	
	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%
20. Is there a preservation plan?	n=	350	n=	115	n=	48	n=	94	n=	240	n=	32	n=	679
1 No	339	97%	99	86%	33	69%	79	84%	227	95%	27	84%	804	91%
2 Yes	11	3%	16	14%	15	31%	15	16%	13	5%	5	16%	75	9%
21. Has a collection survey been done?	n=	347	n=	122	n=	51	n=	100	n=	234	n=	31	n=	885
1 No	275	79%	90	74%	25	49%	53	53%	159	68%	17	55%	619	70%
2 Yes	72	21%	32	26%	26	51%	47	47%	75	32%	14	45%	266	30%
21a. Who performed the collection survey?	n=	71	n=	33	n=	25	n=	42	n=	49	n=	13	n=	233
1 NEDCC	25	35%	10	30%	7	28%	18	43%	9	16%	3	23%	72	31%
2 Independent consultant	6	8%	4	12%	7	28%	5	12%	16	33%	3	23%	41	18%
3 Staff	40	56%	19	58%	11	44%	19	45%	24	49%	7	54%	120	52%
23. Person with preservation skills identified?	n=	347	n=	112	n=	49	n=	97	n=	236	n=	32	n=	873
1 No	242	70%	36	32%	17	35%	50	52%	183	78%	6	25%	536	61%
2 Yes	105	30%	76	68%	32	65%	47	48%	53	22%	24	75%	337	39%
24. Person with preservation skills on staff?	n=	331	n=	114	n=	49	n=	92	n=	222	n=	31	n=	839
1 No	283	85%	58	51%	22	45%	57	62%	210	95%	16	52%	646	77%
2 Yes	46	15%	56	49%	27	55%	35	38%	12	5%	15	48%	193	23%
24b. Has this person run workshops for the staff?	n=	54	n=	53	n=	28	n=	41	n=	23	n=	18	n=	217
1 No	39	72%	30	57%	21	75%	25	61%	20	87%	11	61%	148	67%
2 Yes	15	26%	23	43%	7	25%	16	39%	3	13%	7	39%	71	33%
25. Attended preservation education programs?	n=	354	n=	116	n=	52	n=	96	n=	237	n=	33	n=	888
1 No	213	60%	39	34%	15	29%	24	25%	144	61%	2	6%	437	49%
2 Regional programs	99	28%	59	51%	21	40%	50	52%	20	8%	17	52%	266	30%
3 State programs	49	14%	23	20%	12	23%	29	30%	78	33%	7	21%	198	22%
4 National programs	11	3%	28	24%	10	19%	6	6%	0	0%	6	24%	63	7%
5 Professional organizations	43	12%	45	39%	21	40%	22	23%	13	5%	24	73%	168	19%
6 University courses	32	9%	24	21%	12	23%	10	10%	1	0%	11	33%	90	10%
7 Professional conferences	31	9%	31	27%	17	33%	22	23%	15	6%	16	46%	132	15%
25a. Preservation topics taught?	n=	279	n=	63	n=	32	n=	57	n=	73	n=	28	n=	532
1 Environmental controls	70	25%	42	67%	22	69%	40	70%	43	59%	20	71%	237	45%
2 Basic repairs	100	36%	51	61%	18	56%	25	44%	33	45%	21	75%	248	47%
3 Storage	87	31%	47	75%	23	72%	51	89%	72	99%	24	86%	304	57%
4 Proper shelving	86	31%	48	73%	19	59%	33	58%	48	66%	16	64%	250	47%
5 Care and handling	103	37%	56	69%	28	68%	58	102%	51	70%	27	96%	323	61%
6 Security	39	14%	32	51%	17	53%	24	42%	37	51%	16	57%	165	31%
7 Disaster preparedness	52	19%	54	66%	26	81%	22	39%	52	71%	19	68%	225	42%
6 Protective enclosures	46	16%	36	57%	20	63%	33	58%	35	48%	16	64%	188	35%
9 Library binding	41	15%	42	67%	11	34%	13	23%	11	15%	7	25%	125	23%
10 Care of photographs	39	14%	30	48%	25	78%	47	82%	12	16%	23	82%	176	33%
11 Nature of photographs	25	9%	19	30%	17	53%	28	49%	6	8%	12	43%	107	20%
12 Conservation of photographs	26	9%	25	40%	13	41%	30	53%	10	14%	12	43%	116	22%
13 Preservation microfilming	25	9%	29	46%	14	44%	13	23%	48	63%	13	46%	140	26%
14 Preservation management	27	10%	25	40%	17	53%	16	32%	36	49%	12	43%	135	25%
15 Conservation treatment	28	10%	26	44%	16	50%	23	40%	26	36%	13	46%	134	25%
16 Advanced hands-on	8	3%	18	29%	7	22%	4	7%	5	7%	6	21%	48	9%
17 Deacidification	38	14%	21	33%	10	31%	19	33%	20	27%	13	46%	121	23%
16 Pest control	31	11%	16	25%	10	31%	12	21%	2	3%	10	36%	81	15%
26. Familiar with NEDCC?	n=	367	n=	123	n=	53	n=	102	n=	257	n=	32	n=	934
1 No	136	37%	16	13%	8	15%	20	20%	159	82%	3	9%	342	37%
2 Yes	231	63%	107	67%	45	65%	62	80%	98	38%	29	91%	592	63%
26a. Contracted work with NEDCC?	n=	235	n=	106	n=	42	n=	58	n=	111	n=	29	n=	581
1 No	152	65%	62	58%	14	33%	19	33%	61	73%	12	41%	340	59%
2 Yes	83	35%	44	42%	28	67%	39	67%	30	27%	17	59%	241	41%

	Public		Academic		Special		Historical		Town Clerk		Manuscript		ALL	
	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%
26b. Services used?	n=	82	n=	147	n=	28	n=	43	n=	31	n=	17	n=	348
1 Preservation microfilming	29	35%	10	7%	10	36%	10	23%	6	19%	2	12%	67	19%
2 Book conservation	31	38%	16	11%	13	46%	13	30%	21	68%	4	24%	98	28%
3 Surveys	38	46%	77	52%	17	61%	22	51%	3	10%	5	29%	162	47%
4 Paper conservation	42	51%	11	7%	13	46%	30	70%	7	23%	8	47%	111	32%
5 Photograph conservation	17	21%	11	7%	8	29%	14	33%	0	0%	4	24%	54	16%
8 Photographic copying	4	5%	3	2%	1	4%	4	9%	1	3%	3	18%	16	5%
7 Workshops	17	21%	13	9%	13	46%	14	33%	4	13%	4	24%	65	19%
8 Disaster assistance	10	12%	12	8%	5	18%	4	9%	0	0%	2	12%	33	9%
27. Photocopy machines available to patrons?	n=	368	n=	123	n=	53	n=	101	n=	256	n=	32	n=	933
1 No	52	14%	4	3%	12	23%	38	38%	73	29%	8	25%	187	20%
2 Yes	318	86%	119	97%	41	77%	63	62%	183	71%	24	75%	746	80%
27a. Policy regarding use of photocopy machines?	n=	318	n=	122	n=	48	n=	71	n=	218	n=	27	n=	802
1 No restrictions	192	60%	68	56%	8	17%	9	13%	40	19%	3	11%	320	40%
2 Certain items not photocopied	56	18%	43	35%	24	50%	31	44%	40	19%	8	30%	202	25%
3 Certain items by patrons	27	8%	21	17%	12	25%	10	14%	10	5%	3	11%	83	10%
4 Certain items by staff only	57	18%	35	29%	18	38%	31	44%	51	24%	8	30%	200	25%
5 All items by staff	45	14%	9	7%	19	40%	30	42%	131	61%	17	63%	251	31%
28. Is the staff trained to shelve properly?	n=	356	n=	120	n=	51	n=	97	n=	240	n=	33	n=	897
1 No	154	43%	52	43%	18	35%	59	81%	179	75%	14	42%	476	53%
2 Yes	202	57%	68	57%	33	65%	38	39%	61	25%	19	58%	421	47%
28a. How is staff trained to shelve materials?	n=	185	n=	62	n=	29	n=	32	n=	38	n=	18	n=	364
1 Tilt volume by headcap	28	15%	6	10%	3	10%	1	3%	8	16%	0	0%	44	12%
2 Push volumes on either side	119	64%	50	81%	23	79%	29	91%	29	76%	13	72%	263	72%
3 Tilt with pressure on textblock	24	13%	18	29%	6	21%	2	6%	3	8%	5	28%	58	16%
4 Bookends readjusted	138	75%	46	74%	18	62%	17	53%	11	29%	15	83%	245	67%
29. Shelving of oversized volumes?	n=	350	n=	118	n=	44	n=	89	n=	214	n=	28	n=	843
1 Spine up	138	39%	34	29%	6	14%	11	12%	61	29%	1	4%	251	30%
2 Spine down	64	18%	20	17%	10	23%	10	11%	30	14%	5	18%	139	16%
3 Upright, separate shelves	209	60%	75	64%	23	52%	31	35%	104	49%	13	46%	455	54%
4 Flat on separate shelves	155	44%	76	64%	34	77%	71	80%	121	57%	21	75%	478	57%
30. Paper mended how?	n=	341	n=	111	n=	47	n=	101	n=	233	n=	31	n=	864
1 None done	44	13%	17	15%	20	43%	66	65%	183	79%	19	81%	349	40%
2 "Archival" tape	130	38%	58	52%	17	36%	25	25%	10	4%	9	29%	249	29%
3 Scotch tape	179	52%	26	23%	3	6%	7	7%	57	24%	4	13%	278	32%
4 Elmer's glue	134	39%	14	13%	1	2%	3	3%	8	3%	1	3%	159	18%
5 Library paste	118	35%	22	20%	5	11%	4	4%	5	2%	0	0%	154	18%
8 Japanese tissue and starch paste	14	4%	28	25%	11	23%	10	10%	0	0%	4	13%	87	8%
7 Heat set tissue	4	1%	8	7%	1	2%	1	1%	0	0%	2	6%	16	2%
31. Books mended how?	n=	341	n=	111	n=	48	n=	92	n=	217	n=	30	n=	839
1 Not applicable	27	8%	8	7%	2	4%	8	9%	31	14%	11	37%	87	10%
2 None done	47	14%	24	22%	26	54%	62	67%	159	73%	16	53%	334	40%
3 Cloth tape	192	56%	46	41%	7	15%	18	17%	12	6%	0	0%	273	33%
4 "Archival" tape	66	19%	22	20%	8	13%	13	14%	2	1%	3	10%	112	13%
5 Scotch tape	89	26%	9	8%	2	4%	3	3%	18	8%	2	7%	123	15%
8 Bookcloth and PVA	50	15%	29	26%	9	19%	1	1%	1	0%	0	0%	90	11%
7 In-house recasing	21	6%	21	19%	10	21%	3	3%	0	0%	2	7%	57	7%
32. Oversized prints, etc. housed how?	n=	206	n=	77	n=	40	n=	90	n=	212	n=	27	n=	652
1 Around or in a tube	103	50%	26	34%	8	20%	37	41%	154	73%	11	41%	339	52%
2 Rolled in acidic kraft	5	2%	3	4%	1	3%	5	6%	4	2%	1	4%	19	3%
3 Rolled in alkaline kraft	8	3%	2	3%	3	8%	4	4%	3	1%	2	7%	20	3%
4 Flat in metal map cases	108	52%	53	69%	32	80%	61	68%	109	51%	19	70%	382	59%
5 Large "archival" boxes	37	18%	27	35%	19	46%	39	43%	12	6%	16	59%	150	23%

	Public		Academic		Special		Historical		Town Clerk		Manuscript		ALL	
	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%
32a. Oversized prints, etc. housed where?	n=	174	n=	71	n=	34	n=	43	n=	135	n=	24	n=	481
1 General stacks	61	35%	30	42%	8	24%	30	70%	91	67%	2	8%	222	46%
2 Special collections	106	61%	45	63%	21	62%	27	63%	22	16%	9	38%	230	48%
3 Closed stacks	50	29%	27	38%	14	41%	25	58%	30	22%	14	58%	160	33%
33. Are microforms housed in the facility?	n=	365	n=	123	n=	53	n=	101	n=	257	n=	30	n=	929
1 No	168	46%	10	8%	20	38%	72	71%	142	55%	9	30%	421	45%
2 Yes	197	54%	113	92%	33	62%	29	29%	115	45%	21	70%	508	55%
33a. Types of microforms ?	n=	197	n=	113	n=	33	n=	29	n=	114	n=	21	n=	507
1 Microfilms	172	87%	107	95%	29	88%	27	93%	79	69%	13	62%	427	84%
2 Preservation microfilm	34	17%	31	27%	10	30%	4	14%	19	17%	9	43%	107	21%
3 Microfiche	133	68%	106	94%	27	82%	8	28%	53	46%	8	38%	335	66%
4 Microcards	4	2%	36	32%	5	15%	2	7%	7	6%	3	14%	57	11%
33b. Where are the master negatives stored?	n=	167	n=	108	n=	27	n=	30	n=	97	n=	18	n=	447
1 Off-site storage in a vault	56	34%	25	23%	10	37%	16	53%	56	58%	7	39%	170	38%
2 General stacks	6	4%	0	0%	0	0%	0	0%	2	2%	0	0%	8	2%
3 Microform reading room	7	4%	3	3%	0	0%	0	0%	2	2%	0	0%	12	3%
4 Special collections	12	7%	16	15%	10	37%	7	23%	18	19%	5	28%	68	15%
5 Closed stacks	4	2%	7	6%	5	19%	3	10%	3	3%	3	17%	25	6%
6 Don't have any	81	49%	66	61%	6	22%	8	20%	8	8%	3	17%	170	38%
7 Don't know	15	9%	8	7%	0	0%	4	13%	15	15%	1	6%	43	10%
33c. Where are the use copies stored?	n=	134	n=	101	n=	28	n=	29	n=	58	n=	16	n=	364
1 General stacks	34	25%	30	30%	7	25%	4	14%	8	14%	1	6%	84	23%
2 Microform reading room	58	43%	61	60%	12	43%	4	14%	4	7%	3	19%	142	39%
3 Special collections	38	28%	22	22%	9	32%	16	55%	41	73%	9	56%	135	37%
4 Closed stacks	30	22%	12	12%	6	21%	6	21%	4	7%	4	25%	62	17%
33d. How are microfilms housed?	n=	168	n=	110	n=	31	n=	26	n=	72	n=	18	n=	425
1 Plastic reels	151	90%	105	95%	30	97%	21	81%	53	74%	17	94%	377	89%
2 Metal reels	37	22%	26	24%	8	26%	3	12%	8	11%	3	17%	85	20%
3 Rubber bands	55	33%	52	47%	8	26%	1	4%	6	8%	4	22%	126	30%
4 Alkaline ties	18	10%	37	34%	13	42%	7	27%	2	3%	9	50%	84	20%
5 Acidic boxes	67	40%	45	41%	8	26%	5	19%	19	26%	8	44%	152	36%
6 Alkaline boxes	45	27%	49	45%	19	61%	15	58%	15	21%	12	67%	155	36%
34. Binder a member of the Library Binding Institute?	n=	347	n=	119	n=	43	n=	85	n=	164	n=	23	n=	781
1 No	25	7%	8	7%	1	2%	15	18%	17	10%	10	43%	76	10%
2 No binding done	114	33%	11	9%	17	40%	43	51%	33	20%	10	43%	228	29%
3 Yes	70	20%	75	63%	14	33%	5	6%	2	1%	4	17%	170	22%
4 Don't know	135	39%	25	21%	11	26%	22	26%	112	68%	4	17%	309	40%
35. Adheres to LBI stds?	n=	209	n=	103	n=	24	n=	32	n=	109	n=	8	n=	485
1 No	8	4%	2	2%	1	4%	2	6%	5	5%	0	0%	18	4%
2 Yes	49	23%	68	66%	14	58%	3	9%	1	1%	4	50%	139	29%
3 Don't know	152	73%	33	32%	9	38%	27	84%	103	94%	4	50%	328	68%
36. Binding decision-makers?	n=	205	n=	100	n=	22	n=	19	n=	46	n=	5	n=	397
1 Librarian	112	55%	62	62%	17	77%	8	42%	11	24%	3	60%	213	54%
2 Binding prep. staff	29	14%	41	41%	7	32%	1	5%	8	13%	2	40%	86	22%
3 Bindery and library staff	48	23%	26	26%	5	23%	8	32%	2	4%	1	20%	86	22%
4 Bindery staff	58	28%	17	17%	1	5%	9	47%	29	63%	1	20%	115	29%
39. Facility houses special collections?	n=	357	n=	118	n=	51	n=	102	n=	211	n=	32	n=	871
1 No	108	30%	29	25%	3	6%	18	16%	72	34%	3	9%	231	27%
2 Yes	249	70%	89	75%	48	94%	86	84%	139	66%	29	91%	640	73%

	Public		Academic		Special		Historical		Town Clerk		Manuscript		ALL	
	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%
39a. Materials in special collections?	n=	250	n=	89	n=	48	n=	89	n=	140	n=	29	n=	645
1 Rare books	111	44%	73	82%	38	79%	64	72%	29	21%	15	52%	330	51%
2 Manuscripts	81	32%	68	76%	40	83%	74	83%	18	13%	24	83%	305	47%
3 Local records	136	54%	13	15%	15	31%	57	64%	129	92%	7	24%	357	55%
4 Local history	243	97%	39	44%	26	54%	82	92%	92	66%	11	38%	493	76%
5 Maps	155	62%	38	43%	29	60%	81	91%	77	55%	15	52%	395	61%
6 Photographs	155	62%	71	80%	39	81%	86	97%	24	17%	25	86%	400	62%
7 Art works	63	25%	44	49%	26	54%	55	62%	5	4%	13	45%	206	32%
8 Microforms	90	36%	50	56%	21	44%	23	26%	24	17%	17	59%	225	35%
9 Audio-visual materials	65	26%	53	60%	23	48%	32	36%	3	2%	20	69%	196	30%
39b. Where are these collections housed?	n=	197	n=	82	n=	40	n=	65	n=	133	n=	26	n=	543
1 Special collections	140	71%	72	88%	26	65%	45	69%	29	22%	17	65%	329	61%
2 Vault	30	15%	12	15%	17	43%	25	38%	120	90%	8	31%	212	39%
3 Closed stacks	84	43%	36	44%	22	55%	32	49%	4	3%	12	46%	190	35%
39c. Where are these rooms located?	n=	250	n=	91	n=	49	n=	88	n=	140	n=	28	n=	646
1 Basement	66	26%	31	34%	18	37%	32	36%	69	49%	12	43%	228	35%
2 Attic	17	7%	3	3%	1	2%	12	14%	6	4%	2	7%	41	6%
3 Upper floor	76	30%	44	48%	24	49%	44	50%	20	14%	9	32%	217	34%
4 Main floor	150	60%	32	35%	18	37%	43	49%	104	74%	9	32%	356	55%
5 Main building	68	27%	45	49%	21	43%	32	36%	47	34%	8	29%	221	34%
6 Separate facility	1	0%	15	16%	13	27%	11	13%	6	4%	1	4%	47	7%
40. Staff access to special collections materials?	n=	202	n=	65	n=	38	n=	69	n=	119	n=	18	n=	511
1 Open without a key	146	72%	21	32%	17	45%	34	49%	47	39%	8	44%	273	53%
2 Staff Key	32	16%	19	29%	7	18%	12	17%	15	13%	5	28%	90	18%
3 Senior staff only	16	8%	28	43%	18	47%	25	36%	60	50%	7	39%	154	30%
41. Patron access to spec. collections materials?	n=	217	n=	87	n=	44	n=	83	n=	153	n=	28	n=	612
1 Open browsing	60	28%	5	6%	0	0%	10	12%	5	3%	0	0%	80	13%
2 Materials retrieved and use supervised by staff	140	65%	73	84%	41	93%	72	87%	122	80%	24	86%	472	77%
3 All materials at same time	56	26%	23	26%	5	11%	15	18%	25	16%	4	14%	128	21%
4 Materials one at a time	33	15%	26	30%	20	45%	29	35%	44	29%	11	39%	163	27%
42. Personal materials allowed in RR?	n=	233	n=	85	n=	42	n=	77	n=	115	n=	23	n=	575
1 No restrictions	196	84%	48	56%	17	40%	46	60%	70	61%	5	22%	382	66%
2 Paper and pencil only	16	7%	27	32%	21	50%	23	30%	20	17%	13	57%	120	21%
3 Paper, pens, coats, etc.	24	10%	12	14%	4	10%	12	16%	6	5%	5	22%	63	11%
4 No materials	0	0%	4	5%	0	0%	0	0%	19	17%	0	0%	23	4%
43. Where are mss./archival materials housed?	n=	183	n=	82	n=	46	n=	88	n=	107	n=	26	n=	532
1 In file cabinets	121	66%	48	59%	27	59%	66	75%	76	71%	12	46%	350	66%
2 Corrugated boxes	32	17%	22	27%	9	20%	12	14%	49	46%	8	31%	132	25%
3 Alkaline boxes	71	39%	67	82%	33	72%	57	65%	19	18%	23	88%	270	51%
4 Manila folders	71	39%	29	35%	10	22%	26	30%	43	40%	10	38%	189	36%
5 Alkaline folders	63	34%	63	77%	31	67%	54	61%	9	8%	21	81%	241	45%
6 Scrapbooks	79	43%	42	51%	24	52%	48	55%	9	8%	13	50%	215	40%

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	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%
44. Routine processing tasks performed?	n=	201	n=	85	n=	47	n=	84	n=	113	n=	25	n=	555
1 Nothing	113	56%	16	19%	5	11%	10	12%	75	66%	1	4%	220	40%
2 Remove staples	67	33%	52	61%	35	74%	63	75%	34	30%	21	84%	272	49%
3 Unfold	56	28%	44	52%	34	72%	55	65%	22	19%	20	80%	231	42%
4 Placed in alkaline folders	62	31%	60	71%	33	70%	62	74%	13	12%	24	96%	254	46%
5 Remove photos	38	19%	53	62%	33	70%	59	70%	3	3%	21	84%	207	37%
6 Remove newsprint, etc.	49	24%	53	62%	30	64%	51	61%	6	5%	19	76%	208	37%
7 Humidify and flatten	7	3%	13	15%	8	17%	10	12%	2	2%	5	20%	45	8%
45. Disaster plan prepared?	n=	362	n=	116	n=	50	n=	101	n=	235	n=	32	n=	896
1 No	335	93%	73	63%	29	58%	86	85%	222	94%	20	63%	765	85%
2 Yes	13	4%	19	16%	12	24%	3	3%	6	3%	9	28%	62	7%
3 In preparation	14	4%	24	21%	9	18%	12	12%	7	3%	3	9%	69	8%
45a. Disaster plan components?	n=	32	n=	46	n=	22	n=	18	n=	13	n=	12	n=	143
1 Response outline	26	81%	38	83%	21	95%	13	72%	8	62%	10	83%	116	81%
2 Supplies stored off-site	12	38%	29	63%	8	36%	4	22%	6	46%	2	17%	61	43%
3 Emergency supplies list	24	75%	42	91%	19	86%	12	67%	7	54%	8	67%	112	78%
4 Description of emergency procedures	27	84%	43	93%	22	100%	15	83%	9	69%	11	92%	127	89%
5 Recovery priorities	25	78%	29	63%	18	82%	13	72%	8	62%	8	67%	101	71%
6 List of staff volunteers	15	47%	27	59%	14	64%	10	56%	5	38%	6	50%	77	54%
7 Community resources	23	72%	38	83%	15	68%	10	56%	6	46%	7	58%	99	69%
8 Conservation experts	23	72%	37	80%	16	73%	10	56%	7	54%	8	67%	101	71%
48. Si: Size of book collection	n=	364	n=	121	n=	53	n=	101	n=	209	n=	32	n=	880
1 1,000,000+	5	1%	9	7%	3	6%	0	0%	1	0%	0	0%	18	2%
2 500,000-999,999	2	1%	11	9%	2	4%	0	0%	0	0%	0	0%	15	2%
3 250,000-499,999	8	2%	12	10%	1	2%	1	1%	0	0%	0	0%	22	3%
4 100,000-249,999	38	10%	33	27%	7	13%	0	0%	2	1%	0	0%	80	9%
5 50,000-99,999	76	21%	30	25%	5	9%	1	1%	0	0%	0	0%	112	13%
6 10,000-49,999	182	50%	19	16%	12	23%	5	5%	4	2%	3	9%	225	26%
7 Under 10,000	53	15%	7	6%	22	42%	93	92%	175	84%	20	63%	370	42%
8 No books	0	0%	0	0%	1	2%	1	1%	27	13%	7	22%	36	4%
49. Size of archives collection	n=	346	n=	109	n=	50	n=	98	n=	174	n=	31	n=	808
1 More than 10,000 feet	1	0%	8	7%	2	4%	0	0%	4	2%	2	6%	17	2%
2 5,000-9,999 feet	0	0%	6	6%	6	12%	0	0%	2	1%	2	6%	16	2%
3 2,500-4,999 feet	3	1%	8	7%	2	4%	2	2%	2	1%	6	19%	23	3%
4 1,000-2,499 feet	8	2%	9	8%	5	10%	5	5%	6	3%	8	26%	41	5%
5 500-1,000 feet	8	2%	5	5%	8	16%	5	5%	13	7%	3	10%	42	5%
6 100-499 feet	24	7%	27	25%	10	20%	20	20%	22	13%	5	16%	108	13%
7 50-99 feet	30	9%	5	5%	5	10%	13	13%	25	14%	3	10%	81	10%
8 1-49 feet	122	35%	15	14%	9	18%	45	46%	46	26%	1	3%	238	29%
9 No archives collection	150	43%	26	24%	3	6%	8	8%	54	31%	1	3%	242	30%
51. Preservation money allocated?	n=	346	n=	116	n=	50	n=	93	n=	217	n=	32	n=	854
1 No	271	78%	46	40%	18	36%	31	33%	162	75%	11	34%	539	63%
2 Yes	75	22%	70	60%	32	64%	62	67%	55	25%	20	63%	314	37%

APPENDIX B

RESPONSES BY SIZE OF BOOK COLLECTION

	1,000,000		500,000-999,999		250,000-499,000		100,000-249,999		50,000-99,999		10,000-49,999		UNDER 10,000		NO BOOKS		ALL	
	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%
3. Predominant material facility construction	n=	17	n=	15	n=	22	n=	80	n=	112	n=	224	n=	367	n=	35	n=	672
1 Stone	7	41%	8	53%	9	41%	25	31%	23	21%	66	29%	69	19%	8	23%	215	25%
2 Brick	7	41%	9	60%	14	64%	53	66%	86	77%	128	57%	179	49%	20	57%	496	57%
3 Wood	5	29%	2	13%	2	9%	15	19%	22	20%	101	45%	228	62%	19	54%	394	45%
4 Concrete	9	53%	11	73%	14	64%	50	63%	49	44%	72	32%	105	29%	11	31%	321	37%
5 Glass	6	35%	10	67%	8	36%	33	41%	30	27%	36	16%	62	17%	5	14%	190	22%
6 Steel	6	35%	7	47%	8	36%	30	38%	25	22%	21	9%	51	14%	6	17%	154	18%
7 Don't know	0	0%	0	0%	0	0%	0	0%	1	1%	0	0%	4	1%	0	0%	5	1%
4. Condition of roof and exterior walls	n=	17	n=	15	n=	22	n=	79	n=	109	n=	223	n=	359	n=	34	n=	858
1 Good condition	14	82%	9	60%	11	50%	60	76%	78	72%	157	70%	261	73%	27	79%	617	72%
2 Exterior walls are insulated	6	35%	4	27%	8	27%	18	23%	31	28%	63	28%	78	22%	11	32%	217	25%
3 Exterior walls not insulated	3	18%	4	27%	8	36%	27	34%	49	45%	107	48%	159	44%	10	29%	367	43%
4 Condensation occurs on walls/windows	0	0%	3	20%	3	14%	4	5%	11	10%	19	9%	27	8%	3	9%	70	8%
5 Exterior walls leak	2	12%	3	20%	3	14%	8	10%	12	11%	19	9%	18	5%	1	3%	66	8%
6 Roof/attic is insulated	4	24%	4	27%	10	45%	30	38%	44	40%	78	35%	99	28%	12	35%	281	33%
7 Roof/attic is not insulated	2	12%	5	33%	7	32%	17	22%	28	26%	72	32%	106	30%	9	26%	246	29%
8 Water accumulates on roof	2	12%	5	33%	8	36%	17	22%	23	21%	23	10%	20	6%	0	0%	98	11%
9 Roof leaks	1	8%	5	33%	9	41%	21	27%	28	26%	54	24%	42	12%	3	9%	163	19%
10 Don't know	0	0%	0	0%	1	5%	4	5%	0	0%	5	2%	25	7%	3	9%	38	4%
5. Which of the rooms exist in your facility?	n=	16	n=	15	n=	22	n=	76	n=	109	n=	223	n=	345	n=	36	n=	844
1 None	0	0%	2	13%	1	5%	5	6%	11	10%	25	11%	62	18%	6	17%	112	13%
2 Attic	7	44%	3	20%	9	41%	25	32%	45	41%	101	45%	142	41%	10	28%	342	41%
3 Basement stacks	11	69%	11	73%	16	73%	45	58%	64	59%	100	45%	86	26%	19	53%	354	42%
4 Storage room(s)	12	75%	10	67%	15	68%	61	78%	77	71%	123	55%	198	57%	22	61%	516	61%
5 Non-stack basement	10	63%	5	33%	10	45%	36	46%	53	49%	109	49%	124	36%	7	19%	354	42%
5a. What is the condition of the attic?	n=	7	n=	2	n=	12	n=	20	n=	47	n=	92	n=	147	n=	11	n=	338
1 Clean	5	71%	2	100%	7	58%	13	65%	23	49%	43	47%	67	46%	1	9%	181	48%
2 Cluttered	1	14%	0	0%	5	42%	4	20%	15	32%	36	39%	56	38%	7	64%	124	37%
3 Dirty	3	43%	0	0%	3	25%	4	20%	16	34%	26	28%	45	31%	7	64%	104	31%
4 Dry	3	43%	1	50%	8	67%	12	60%	27	57%	56	61%	81	55%	5	45%	193	57%
5 Wet	0	0%	0	0%	0	0%	2	10%	4	9%	6	7%	4	3%	0	0%	16	5%
6 Rodents	0	0%	0	0%	1	8%	1	5%	3	6%	14	15%	14	10%	1	9%	34	10%
7 Insects	0	0%	0	0%	0	0%	0	0%	5	11%	11	12%	10	7%	2	18%	28	8%
8 Mold	0	0%	0	0%	0	0%	1	5%	4	9%	8	9%	6	4%	1	9%	20	6%
5a. What is the condition of the basement stacks?	n=	11	n=	11	n=	15	n=	44	n=	64	n=	99	n=	84	n=	19	n=	347
1 Clean	6	73%	11	100%	8	53%	28	64%	40	63%	62	63%	48	57%	9	47%	214	62%
2 Cluttered	5	45%	1	9%	4	27%	12	27%	20	31%	29	29%	32	38%	6	32%	109	31%
3 Dirty	3	27%	0	0%	3	20%	12	27%	11	17%	13	13%	16	19%	6	32%	84	18%
4 Dry	7	64%	6	55%	8	53%	25	57%	34	53%	41	41%	35	42%	11	58%	187	48%
5 Wet	4	36%	0	0%	2	13%	4	9%	12	19%	19	19%	14	17%	4	21%	59	17%
6 Rodents	1	9%	0	0%	1	7%	5	11%	4	6%	7	7%	1	1%	2	11%	21	6%
7 Insects	2	18%	2	18%	1	7%	2	5%	7	11%	14	14%	5	6%	2	11%	35	10%
8 Mold	2	18%	0	0%	2	13%	6	14%	10	16%	28	28%	14	17%	4	21%	88	19%
5a. What is the condition of the storage rooms?	n=	12	n=	10	n=	14	n=	58	n=	76	n=	129	n=	200	n=	16	n=	517
1 Clean	6	67%	5	50%	6	43%	23	40%	30	39%	62	48%	121	61%	9	50%	264	51%
2 Cluttered	5	42%	6	60%	7	50%	33	57%	47	62%	68	53%	89	45%	8	44%	263	51%
3 Dirty	4	33%	3	30%	1	7%	14	24%	14	18%	27	21%	20	10%	6	33%	89	17%
4 Dry	6	87%	8	60%	9	64%	30	52%	40	53%	73	57%	102	51%	11	61%	279	54%
5 Wet	2	17%	0	0%	2	14%	3	5%	7	9%	13	10%	11	8%	1	6%	39	8%
6 Rodents	1	8%	0	0%	1	7%	2	3%	4	5%	7	5%	7	4%	1	6%	23	4%
7 Insects	1	8%	0	0%	1	7%	1	2%	6	8%	10	8%	9	5%	1	6%	29	6%
8 Mold	2	17%	0	0%	1	7%	2	3%	10	13%	18	12%	18	9%	2	11%	51	10%
5a. What is the condition of the non-stack basement?	n=	9	n=	6	n=	11	n=	34	n=	53	n=	114	n=	132	n=	8	n=	367
1 Clean	6	87%	5	83%	3	27%	17	50%	23	43%	64	58%	55	42%	2	25%	175	48%
2 Cluttered	3	33%	2	33%	6	73%	17	50%	24	45%	34	30%	57	43%	3	38%	146	40%
3 Dirty	2	22%	1	17%	3	27%	8	24%	17	32%	31	27%	37	28%	5	63%	104	28%
4 Dry	6	67%	2	33%	5	45%	16	47%	23	43%	50	44%	45	34%	3	38%	150	41%
5 Wet	3	33%	1	17%	5	45%	5	15%	11	21%	25	22%	36	27%	1	13%	87	24%
6 Rodents	1	11%	0	0%	1	9%	3	9%	5	9%	8	7%	16	12%	1	13%	35	10%
7 Insects	1	11%	1	17%	1	9%	1	3%	5	9%	7	8%	9	7%	1	13%	26	7%
8 Mold	2	22%	1	17%	4	36%	1	3%	10	19%	22	19%	34	26%	3	38%	77	21%

	1,000,000		500,000-999,999		250,000-499,000		100,000-249,999		50,000-99,999		10,000-49,999		UNDER 10,000		NO BOOKS		ALL	
	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%
6. Type of security system?	n=	18	n=	14	n=	22	n=	79	n=	111	n=	217	n=	349	n=	36	n=	846
1 None	2	11%	2	14%	2	9%	6	8%	22	20%	102	47%	121	35%	14	39%	271	32%
2 Shared system	9	50%	3	21%	7	32%	26	33%	23	21%	31	14%	157	45%	18	50%	274	32%
3 Burglar alarms	8	44%	7	50%	6	27%	42	53%	43	39%	57	26%	87	25%	9	25%	259	31%
4 Motion detectors	8	44%	6	43%	7	32%	41	52%	55	50%	73	34%	86	25%	7	19%	283	33%
5 After-hours guard	4	22%	2	14%	8	36%	13	16%	15	14%	17	8%	23	7%	6	17%	88	10%
6 Computerized system	4	22%	2	14%	2	9%	6	8%	6	5%	15	7%	23	7%	1	3%	59	7%
7 Electronics at exit	8	44%	6	43%	13	59%	50	63%	43	39%	26	12%	39	11%	3	8%	188	22%
7. Arereas covered by HVAC?	n=	15	n=	15	n=	20	n=	74	n=	101	n=	185	n=	279	n=	30	n=	719
1 General books	11	73%	12	80%	16	80%	59	80%	88	87%	170	92%	145	52%	7	23%	508	71%
2 Special collections	13	87%	13	87%	18	90%	55	74%	66	65%	123	66%	134	48%	18	60%	440	61%
3 Administrative areas	13	87%	13	87%	17	85%	68	92%	90	89%	147	79%	200	72%	19	63%	567	79%
4 Don't know	0	0%	0	0%	0	0%	1	1%	0	0%	5	3%	22	8%	3	10%	31	4%
8. Components?	n=	16	n=	15	n=	21	n=	76	n=	105	n=	202	n=	299	n=	33	n=	767
1 Heating	16	100%	15	100%	21	100%	71	93%	100	95%	195	97%	275	92%	26	79%	719	94%
2 Ventilation	11	69%	12	80%	14	67%	59	78%	71	68%	92	46%	86	29%	13	39%	358	47%
3 Air-conditioning	11	69%	14	93%	18	86%	69	91%	80	76%	111	55%	143	48%	22	67%	468	61%
4 Humidity control	5	31%	5	33%	7	33%	18	24%	20	19%	44	22%	73	24%	11	33%	183	24%
5 Don't know	0	0%	0	0%	0	0%	0	0%	0	0%	4	2%	10	3%	2	6%	16	2%
9. What areas are covered by AC?	n=	12	n=	14	n=	19	n=	70	n=	86	n=	116	n=	156	n=	23	n=	496
1 General books	10	83%	10	71%	13	68%	55	79%	70	81%	97	84%	63	40%	2	9%	320	65%
2 Special collections	11	92%	12	86%	17	89%	50	71%	53	62%	72	62%	70	45%	10	43%	295	59%
3 Administrative areas	8	67%	12	86%	17	89%	65	93%	73	85%	91	78%	126	81%	15	65%	407	82%
4 Don't know	0	0%	0	0%	0	0%	4	6%	1	1%	1	1%	7	4%	2	9%	15	3%
9a. Where is the chiller located?	n=	11	n=	13	n=	20	n=	70	n=	80	n=	119	n=	156	n=	22	n=	491
1 Roof	7	64%	8	62%	9	45%	23	33%	29	36%	27	23%	36	23%	5	23%	144	29%
2 Outside on the grounds	1	9%	4	31%	2	10%	16	23%	25	31%	42	35%	31	20%	4	18%	125	25%
3 Mechanical room	4	36%	4	31%	9	45%	26	37%	17	21%	28	24%	26	17%	5	23%	119	24%
4 Windows	1	9%	2	15%	5	25%	23	33%	23	29%	42	35%	79	51%	10	45%	185	38%
10. Constant control possible?	n=	15	n=	14	n=	22	n=	76	n=	105	n=	198	n=	306	n=	35	n=	771
1 No	9	60%	8	57%	9	41%	42	55%	57	54%	135	68%	235	77%	21	60%	516	67%
2 Yes	6	40%	6	43%	13	59%	34	45%	48	46%	63	32%	71	23%	14	40%	255	33%
11. Constant setting?	n=	11	n=	11	n=	17	n=	49	n=	67	n=	123	n=	166	n=	19	n=	463
1 No	4	36%	5	45%	11	65%	30	61%	49	73%	88	72%	88	53%	4	21%	279	60%
2 Don't know	2	18%	1	9%	2	12%	4	8%	5	7%	7	6%	24	14%	3	16%	48	10%
3 Yes	5	45%	5	45%	4	24%	15	31%	13	19%	28	23%	54	33%	12	63%	136	29%
11a. Setting of Air-conditioning?	n=	7	n=	7	n=	7	n=	42	n=	51	n=	71	n=	96	n=	17	n=	298
60-63	0	0%	0	0%	0	0%	0	0%	0	0%	4	6%	3	3%	0	0%	7	2%
64-67	1	14%	0	0%	2	29%	2	5%	5	10%	6	8%	9	9%	3	18%	28	9%
68-71	5	71%	6	86%	2	29%	12	29%	23	45%	25	35%	32	33%	8	47%	113	38%
72-75	0	0%	0	0%	1	14%	14	33%	11	22%	21	30%	15	16%	0	0%	62	21%
76-79	0	0%	0	0%	0	0%	4	10%	3	6%	5	7%	1	1%	0	0%	13	4%
Don't know	1	14%	1	14%	2	29%	10	24%	9	18%	10	14%	35	36%	6	35%	74	25%
11a. Setting of heating?	n=	9	n=	7	n=	8	n=	44	n=	55	n=	105	n=	140	n=	18	n=	386
60-63	0	0%	0	0%	0	0%	0	0%	1	2%	10	10%	16	11%	0	0%	27	7%
64-67	1	11%	1	14%	2	25%	1	2%	10	18%	28	27%	19	14%	4	22%	66	17%
68-71	7	78%	5	71%	3	38%	22	50%	35	64%	53	50%	63	45%	9	50%	197	51%
72-75	0	0%	0	0%	0	0%	11	25%	2	4%	8	8%	4	3%	1	6%	26	7%
76-79	0	0%	0	0%	0	0%	1	2%	1	2%	0	0%	1	1%	0	0%	3	1%
Don't know	1	11%	1	14%	3	38%	9	20%	6	11%	6	6%	36	26%	4	22%	66	17%

	1,000,000		500,000-999,999		250,000-499,000		100,000-249,999		50,000-99,999		10,000-49,999		UNDER 10,000		NO BOOKS		ALL	
	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%
11b. AC turned down or shut off?	n=	9	n=	10	n=	10	n=	46	n=	52	n=	80	n=	107	n=	17	n=	331
1 No	3	33%	1	10%	5	50%	7	15%	8	15%	16	20%	26	24%	8	47%	74	22%
2 Don't know	0	0%	0	0%	0	0%	1	2%	3	6%	4	5%	13	12%	3	18%	24	7%
3 Yes	6	67%	9	90%	5	50%	38	83%	41	79%	60	75%	68	64%	6	35%	233	70%
11b. Heat turned down or shut off?	n=	12	n=	10	n=	11	n=	42	n=	54	n=	118	n=	149	n=	20	n=	414
1 No	4	33%	1	10%	3	27%	9	21%	9	17%	26	22%	49	33%	7	35%	108	26%
2 Don't know	0	0%	0	0%	0	0%	3	7%	4	7%	8	5%	18	12%	3	15%	34	8%
3 Yes	8	67%	9	90%	8	73%	30	71%	41	76%	84	72%	82	55%	10	50%	272	66%
11b. Ventilation turned down or shut off?	n=	8	n=	6	n=	7	n=	32	n=	40	n=	55	n=	66	n=	11	n=	225
1 No	4	50%	1	17%	3	43%	11	34%	16	40%	18	33%	26	39%	5	45%	84	37%
2 Don't know	0	0%	0	0%	0	0%	3	9%	3	8%	8	15%	18	27%	3	27%	35	16%
3 Yes	4	50%	5	83%	4	57%	18	56%	21	53%	29	53%	22	33%	3	27%	106	47%
11c. Humidity control devices used?	n=	11	n=	7	n=	9	n=	40	n=	51	n=	92	n=	123	n=	15	n=	348
1 Portable humidifiers	3	27%	1	14%	0	0%	11	28%	5	10%	8	9%	17	14%	2	13%	47	14%
2 Portable dehumidifiers	5	45%	1	14%	2	22%	14	35%	17	33%	44	48%	48	39%	4	27%	135	39%
3 System humidification	4	36%	3	43%	4	44%	9	23%	16	31%	22	24%	28	23%	6	40%	92	26%
4 System dehumidification	4	36%	3	43%	5	56%	11	28%	17	33%	22	24%	26	21%	7	47%	95	27%
12. Separate HVAC for special collections?	n=	15	n=	15	n=	20	n=	76	n=	104	n=	204	n=	316	n=	36	n=	786
1 No	10	67%	5	33%	15	75%	50	66%	92	88%	181	89%	268	85%	24	67%	645	82%
2 Yes	5	33%	10	67%	5	25%	26	34%	12	12%	23	11%	48	15%	12	33%	141	18%
12a. Constant control?	n=	8	n=	10	n=	9	n=	33	n=	20	n=	49	n=	93	n=	17	n=	239
1 No	4	50%	4	40%	2	22%	12	36%	10	50%	22	45%	52	56%	7	41%	113	47%
2 Yes	4	50%	6	60%	7	78%	21	64%	10	50%	27	55%	41	44%	10	59%	126	53%
12b. Constant setting?	n=	8	n=	7	n=	7	n=	32	n=	16	n=	44	n=	86	n=	16	n=	216
1 No	3	38%	1	14%	1	14%	10	31%	10	63%	18	41%	38	44%	6	38%	87	40%
2 Don't know	0	0%	0	0%	1	14%	4	13%	1	6%	4	9%	13	15%	1	6%	24	11%
3 Yes	5	63%	6	86%	5	71%	18	56%	5	31%	22	50%	35	41%	9	56%	105	49%
12c. Setting of Air-conditioning?	n=	6	n=	6	n=	8	n=	21	n=	16	n=	33	n=	46	n=	11	n=	145
60-63	0	0%	0	0%	0	0%	0	0%	1	6%	8	18%	5	11%	0	0%	12	8%
64-67	1	17%	1	17%	2	33%	3	14%	2	13%	5	15%	4	9%	2	18%	20	14%
68-71	5	83%	5	83%	3	50%	8	38%	4	25%	8	24%	9	20%	5	45%	47	32%
72-75	0	0%	0	0%	0	0%	2	10%	2	13%	5	15%	6	13%	0	0%	15	10%
76-79	0	0%	0	0%	0	0%	1	5%	2	13%	3	9%	0	0%	0	0%	6	4%
Don't know	0	0%	0	0%	1	17%	7	33%	5	31%	6	18%	20	43%	4	36%	43	30%
12c. Setting of heating?	n=	6	n=	7	n=	5	n=	19	n=	18	n=	39	n=	64	n=	10	n=	166
60-63	0	0%	0	0%	0	0%	0	0%	0	0%	5	13%	11	17%	0	0%	16	10%
64-67	2	33%	1	14%	1	20%	3	16%	3	19%	6	15%	10	16%	2	20%	28	17%
68-71	4	67%	8	86%	3	60%	7	37%	8	50%	22	56%	19	30%	5	50%	74	45%
72-75	0	0%	0	0%	0	0%	3	16%	1	6%	1	3%	3	5%	0	0%	8	5%
76-79	0	0%	0	0%	0	0%	1	5%	0	0%	1	3%	0	0%	0	0%	2	1%
Don't know	0	0%	0	0%	1	20%	5	26%	4	25%	4	10%	19	30%	3	30%	36	22%
12d. AC turned down or shut off?	n=	6	n=	7	n=	8	n=	23	n=	14	n=	35	n=	50	n=	12	n=	155
1 No	5	83%	5	71%	5	63%	12	52%	6	43%	18	51%	23	46%	6	50%	80	52%
2 Don't know	0	0%	1	14%	0	0%	1	4%	1	7%	2	6%	9	18%	2	17%	16	10%
3 Yes	1	17%	1	14%	3	38%	10	43%	7	50%	15	43%	18	36%	4	33%	59	38%
12d. Heat turned down or shut off?	n=	8	n=	8	n=	8	n=	20	n=	15	n=	39	n=	68	n=	11	n=	175
1 No	5	83%	5	63%	3	38%	7	35%	7	47%	16	41%	25	37%	8	55%	74	42%
2 Don't know	0	0%	1	13%	0	0%	1	5%	2	13%	3	8%	12	18%	1	9%	20	11%
3 Yes	1	17%	2	25%	5	63%	12	60%	6	40%	20	51%	31	46%	4	36%	81	46%

	1,000,000		500,000-999,999		250,000-499,000		100,000-249,999		50,000-99,999		10,000-49,999		UNDER 10,000		NO BOOKS		ALL	
	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%
12d. Ventilation turned down or shut off?	n=	4	n=	6	n=	7	n=	15	n=	14	n=	29	n=	36	n=	7	n=	120
1 No	3	75%	4	50%	3	43%	7	47%	9	64%	15	52%	20	56%	4	57%	65	54%
2 Don't know	1	25%	1	13%	0	0%	2	13%	1	7%	8	28%	8	22%	2	29%	23	19%
3 Yes	0	0%	3	38%	4	57%	6	40%	4	29%	6	21%	8	22%	1	14%	32	27%
12e. Humidity control devices used?	n=	7	n=	6	n=	8	n=	25	n=	14	n=	39	n=	70	n=	10	n=	179
1 Portable humidifiers	1	14%	1	17%	0	0%	4	16%	2	14%	8	21%	11	16%	1	10%	28	16%
2 Portable dehumidifiers	2	29%	1	17%	2	25%	11	44%	4	29%	12	31%	28	40%	1	10%	61	34%
3 System humidification	4	57%	3	50%	6	75%	10	40%	6	43%	15	38%	20	29%	3	30%	67	37%
4 System dehumidification	3	43%	3	50%	5	63%	12	48%	6	43%	16	41%	16	23%	5	50%	66	37%
13. Environmental monitoring devices?	n=	17	n=	14	n=	22	n=	76	n=	111	n=	217	n=	348	n=	35	n=	842
1 None	3	18%	0	0%	0	0%	6	10%	11	10%	16	7%	82	24%	12	34%	132	16%
2 Thermostat	10	59%	9	64%	17	77%	62	79%	87	78%	179	82%	229	66%	16	51%	611	73%
3 Thermometer	7	41%	4	29%	10	45%	33	42%	44	40%	73	34%	89	26%	8	23%	268	32%
4 Hygrometer	3	18%	2	14%	3	14%	13	17%	17	15%	17	8%	30	9%	1	3%	86	10%
5 Thermohygrometer	1	6%	2	14%	3	14%	4	5%	5	5%	9	4%	14	4%	2	6%	40	5%
6 Hygrothermograph	5	29%	5	36%	6	27%	4	5%	4	4%	10	5%	17	5%	0	0%	51	6%
7 Sling psychrometer	2	12%	1	7%	3	14%	3	4%	1	1%	5	2%	11	3%	1	3%	27	3%
8 Battery-operated psychrometer	0	0%	1	7%	1	5%	1	1%	1	1%	0	0%	2	1%	0	0%	6	1%
14. Reduction of entering light?	n=	17	n=	14	n=	21	n=	76	n=	104	n=	212	n=	340	n=	32	n=	616
1 No windows	5	29%	0	0%	1	5%	7	9%	5	5%	13	6%	69	20%	13	41%	113	14%
2 Nothing done	6	35%	2	14%	5	24%	14	18%	32	31%	80	38%	104	31%	13	41%	256	31%
3 Light-filtering film	4	24%	2	14%	7	33%	10	13%	5	5%	15	7%	20	6%	0	0%	63	8%
4 Light-filtering glass	0	0%	1	7%	2	10%	7	9%	10	10%	9	4%	10	3%	0	0%	39	5%
5 Shades	3	18%	9	64%	10	48%	35	46%	51	49%	97	46%	136	40%	6	25%	349	43%
6 Curtains	7	41%	5	36%	5	24%	35	46%	40	38%	49	23%	93	27%	4	13%	236	29%
7 Roof overhangs	1	6%	2	14%	2	10%	6	8%	13	13%	11	5%	9	3%	0	0%	44	5%
8 Awnings	0	0%	1	7%	0	0%	0	0%	2	2%	2	1%	1	0%	0	0%	6	1%
15. Reduction of UV radiation inside?	n=	16	n=	14	n=	22	n=	75	n=	105	n=	215	n=	335	n=	35	n=	619
1 None	13	72%	6	43%	12	55%	46	61%	75	71%	159	74%	241	72%	29	83%	581	71%
2 UV-filtering sleeves	5	28%	6	43%	8	36%	17	23%	12	11%	29	13%	36	11%	5	14%	116	14%
3 Low UV fluorescent tubes	3	17%	1	7%	2	9%	4	5%	11	10%	21	10%	30	9%	2	6%	74	9%
4 UF-3 or UF-4 plexiglass	0	0%	1	7%	1	5%	0	0%	1	1%	5	2%	13	4%	0	0%	21	3%
5 UV-filtering film	1	6%	0	0%	4	18%	5	7%	2	2%	6	3%	16	5%	0	0%	34	4%
6 Lights turned on and off	5	28%	4	29%	5	23%	13	17%	18	17%	29	13%	50	15%	1	3%	125	15%
16. Fire detection/suppression systems installed?	n=	16	n=	15	n=	22	n=	78	n=	111	n=	224	n=	363	n=	36	n=	867
1 No	3	17%	0	0%	1	5%	6	6%	9	6%	28	13%	73	20%	7	19%	127	15%
2 Don't know	0	0%	0	0%	1	5%	2	3%	3	3%	2	1%	6	2%	1	3%	17	2%
3 Yes	15	83%	15	100%	20	91%	70	90%	99	89%	194	87%	282	76%	28	78%	723	83%
16a. Type of system?	n=	16	n=	15	n=	20	n=	70	n=	100	n=	194	n=	285	n=	28	n=	728
1 Fire extinguishers	16	100%	14	93%	19	95%	68	97%	96	96%	176	91%	236	83%	25	89%	650	89%
2 Wet pipe sprinklers	2	13%	6	40%	7	35%	20	29%	21	21%	24	12%	46	16%	9	32%	135	19%
3 Dry pipe sprinklers	1	6%	3	20%	2	10%	6	9%	5	5%	6	4%	16	6%	5	18%	46	6%
4 Halon	3	19%	6	40%	1	5%	3	4%	5	5%	6	3%	11	4%	1	4%	36	5%
5 Smoke detectors	7	44%	13	87%	10	50%	51	73%	70	70%	132	68%	190	67%	13	46%	486	67%
6 Heat detectors	8	50%	11	73%	7	35%	39	56%	57	57%	76	40%	109	38%	4	14%	313	43%
7 Ionization detectors	0	0%	3	20%	2	10%	6	9%	7	7%	9	5%	8	3%	0	0%	35	5%
16b. Where are these systems installed (Everywhere)?	n=	13	n=	15	n=	19	n=	69	n=	96	n=	177	n=	237	n=	18	n=	644
1 Fire extinguishers	12	92%	14	93%	16	95%	65	94%	91	95%	155	88%	180	76%	14	78%	549	85%
2 Wet pipe sprinklers	2	15%	3	20%	4	21%	15	22%	16	17%	22	12%	37	16%	6	33%	105	16%
3 Dry pipe sprinklers	0	0%	0	0%	0	0%	3	4%	2	2%	6	3%	14	6%	3	17%	28	4%
4 Halon	1	6%	0	0%	0	0%	0	0%	2	2%	1	1%	2	1%	0	0%	6	1%
5 Smoke detectors	5	38%	12	80%	11	58%	44	64%	65	68%	112	63%	144	61%	9	50%	402	62%
6 Heat detectors	3	23%	13	87%	6	32%	32	46%	44	46%	64	36%	88	37%	2	11%	252	39%
7 Ionization detectors	0	0%	3	20%	2	11%	4	6%	7	7%	4	2%	6	3%	0	0%	26	4%

	1,000,000		500,000-999,999		250,000-499,000		[illegible],000-249,999		50,000-99,999		10,000-49,999		UNDER 10,000		NO BOOKS		ALL	
	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%
16b. Where are these systems installed (Storage areas)?	n=	4	n=	6	n=	7	n=	8	n=	16	n=	29	n=	44	n=	7	n=	121
1 Fire extinguishers	1	25%	2	33%	5	71%	5	63%	6	38%	19	66%	23	52%	5	71%	66	55%
2 Wet pipe sprinklers	0	0%	2	33%	2	29%	2	25%	2	13%	3	10%	6	14%	3	43%	20	17%
3 Dry pipe sprinklers	1	25%	1	17%	1	14%	0	0%	1	6%	0	0%	1	2%	2	29%	7	6%
4 Halon	0	0%	1	17%	0	0%	0	0%	1	6%	1	3%	1	2%	0	0%	4	3%
5 Smoke detectors	1	25%	2	33%	1	14%	3	38%	9	56%	10	34%	14	32%	2	29%	42	35%
8 Heat detectors	3	75%	2	33%	1	14%	4	50%	7	44%	7	24%	11	25%	1	14%	36	30%
7 Ionization detectors	0	0%	0	0%	0	0%	0	0%	1	6%	1	3%	0	0%	0	0%	2	2%
16b. Where are these systems installed (Vault)?	n=	1	n=	3	n=	3	n=	2	n=	2	n=	5	n=	31	n=	1	n=	48
1 Fire extinguishers	1	100%	0	0%	3	100%	0	0%	2	100%	1	20%	10	32%	1	100%	18	38%
2 Wet pipe sprinklers	0	0%	0	0%	1	33%	1	50%	0	0%	0	0%	3	10%	1	100%	6	13%
3 Dry pipe sprinklers	0	0%	1	33%	0	0%	0	0%	0	0%	1	20%	3	10%	0	0%	5	10%
4 Halon	0	0%	3	100%	0	0%	0	0%	0	0%	4	80%	6	19%	1	100%	14	29%
5 Smoke detectors	1	100%	1	33%	1	33%	0	0%	2	100%	1	20%	11	35%	0	0%	17	35%
6 Heat detectors	1	100%	1	33%	1	33%	1	50%	1	50%	1	20%	14	45%	0	0%	20	42%
7 Ionization detectors	0	0%	1	33%	0	0%	0	0%	1	50%	1	20%	1	3%	0	0%	4	8%
16b. Where are these systems installed (Spec. collect.)?	n=	2	n=	7	n=	4	n=	11	n=	12	n=	10	n=	27	n=	4	n=	77
1 Fire extinguishers	0	0%	3	43%	3	75%	7	64%	7	58%	7	70%	13	48%	3	75%	43	56%
2 Wet pipe sprinklers	0	0%	0	0%	2	50%	3	27%	1	8%	1	10%	1	4%	2	50%	10	13%
3 Dry pipe sprinklers	0	0%	2	29%	0	0%	1	9%	0	0%	1	10%	1	4%	0	0%	5	6%
4 Halon	1	50%	4	57%	0	0%	3	27%	3	25%	1	10%	8	30%	2	50%	22	29%
5 Smoke detectors	1	50%	3	43%	1	25%	2	18%	6	50%	5	50%	9	33%	2	50%	29	38%
6 Heat detectors	2	100%	2	29%	1	25%	3	27%	8	50%	3	30%	7	26%	1	25%	25	32%
7 Ionization detectors	0	0%	1	14%	0	0%	0	0%	1	8%	1	10%	0	0%	0	0%	3	4%
16c. Inspected regularly?	n=	16	n=	15	n=	18	n=	68	n=	98	n=	191	n=	282	n=	27	n=	715
1 No	1	6%	1	7%	2	11%	3	4%	4	4%	14	7%	28	10%	5	19%	58	8%
2 Annually	9	56%	7	47%	9	50%	34	50%	57	58%	108	57%	128	45%	6	22%	358	50%
3 Twice a Year	3	19%	1	7%	4	22%	12	18%	27	28%	32	17%	43	15%	5	19%	127	18%
4 More than twice a year	1	6%	3	20%	3	17%	12	18%	8	8%	11	6%	31	11%	2	7%	71	10%
5 Don't know	2	13%	3	20%	0	0%	7	10%	2	2%	26	14%	52	18%	9	33%	101	14%
16d. How are they inspected?	n=	15	n=	13	n=	16	n=	63	n=	95	n=	167	n=	228	n=	20	n=	817
1 With a match	0	0%	1	8%	0	0%	1	2%	1	1%	1	1%	4	2%	0	0%	8	1%
2 Professionally-trained personnel	10	67%	12	92%	10	63%	48	76%	79	83%	124	74%	133	58%	11	55%	427	69%
3 Fire marshall	4	27%	2	15%	9	56%	10	16%	24	25%	40	24%	57	25%	2	10%	148	24%
4 Don't know	2	13%	1	8%	1	6%	9	14%	4	4%	18	11%	47	21%	9	45%	91	15%
17. Connected to fire department?	n=	18	n=	12	n=	19	n=	69	n=	99	n=	186	n=	279	n=	25	n=	707
1 No	7	39%	4	33%	5	26%	16	23%	21	21%	81	44%	112	40%	11	44%	257	36%
2 Yes	11	61%	8	67%	14	74%	53	77%	78	79%	105	56%	167	60%	14	56%	450	64%
18. Are water alarms present?	n=	16	n=	12	n=	21	n=	73	n=	103	n=	212	n=	333	n=	32	n=	802
1 No	14	88%	9	75%	16	76%	68	90%	99	96%	207	98%	315	95%	29	91%	755	94%
2 Throughout the facility	0	0%	0	0%	1	5%	5	7%	3	3%	2	1%	6	2%	2	6%	19	2%
3 Selected areas only	2	13%	3	25%	4	19%	2	3%	1	1%	3	1%	12	4%	1	3%	28	3%
19. Has a building survey been done?	n=	17	n=	15	n=	21	n=	75	n=	110	n=	213	n=	333	n=	35	n=	819
1 No	11	65%	8	53%	9	43%	52	69%	73	66%	145	68%	206	62%	23	66%	527	64%
2 Yes	6	35%	7	47%	12	57%	23	31%	37	34%	68	32%	127	38%	12	34%	292	36%
19a. Who performed the building survey?	n=	4	n=	7	n=	12	n=	22	n=	29	n=	42	n=	86	n=	6	n=	208
1 NEDCC	3	75%	4	57%	6	50%	12	55%	14	48%	11	26%	14	16%	1	17%	65	31%
2 Independent Consultant	0	0%	1	14%	4	33%	8	27%	8	28%	21	50%	32	37%	1	17%	73	35%
3 Society of American Archivists	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
4 Staff	1	25%	2	29%	1	8%	4	18%	6	21%	9	21%	34	40%	4	67%	61	29%

	1,000,000		500,000-999,999		250,000-499,000		100,000-249,999		50,000-99,999		10,000-49,999		UNDER 10,000		NO BOOKS		ALL	
	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%
20. Is there a preservation plan?	n=	18	n=	14	n=	18	n=	74	n=	108	n=	209	n=	338	n=	34	n=	813
1 No	16	89%	11	79%	12	67%	65	88%	98	91%	205	98%	306	91%	31	91%	744	92%
2 Yes	2	11%	3	21%	6	33%	9	12%	10	9%	4	2%	32	9%	3	9%	69	8%
21. Has a collection survey been done?	n=	18	n=	15	n=	21	n=	75	n=	110	n=	214	n=	336	n=	33	n=	822
1 No	17	94%	11	73%	15	71%	53	71%	82	75%	163	76%	210	63%	24	73%	575	70%
2 Yes	1	6%	4	27%	6	29%	22	29%	28	25%	51	24%	126	38%	9	27%	247	30%
21a. Who performed the collection survey?	n=	2	n=	4	n=	6	n=	21	n=	30	n=	50	n=	98	n=	7	n=	218
1 NEDCC	0	0%	1	25%	4	67%	8	38%	11	37%	16	32%	27	28%	1	14%	68	31%
2 Independent consultant	0	0%	0	0%	1	17%	3	14%	3	10%	8	16%	20	20%	2	29%	37	17%
3 Staff	2	100%	3	75%	1	17%	9	43%	16	53%	26	52%	51	52%	4	57%	112	51%
23. Person with preservation skills identified?	n=	14	n=	14	n=	20	n=	71	n=	108	n=	215	n=	333	n=	33	n=	808
1 No	4	29%	1	7%	5	25%	31	44%	58	54%	149	69%	216	65%	23	70%	487	60%
2 Yes	10	71%	13	93%	15	75%	40	56%	50	46%	66	31%	117	35%	10	30%	321	40%
24. Person with preservation skills on staff?	n=	17	n=	15	n=	21	n=	73	n=	103	n=	203	n=	317	n=	30	n=	779
1 No	5	29%	3	20%	5	24%	45	62%	79	77%	172	85%	260	82%	27	90%	596	77%
2 Yes	12	71%	12	80%	16	76%	28	38%	24	23%	31	15%	57	18%	3	10%	183	23%
24b. Has this person run workshops for the staff?	n=	14	n=	8	n=	15	n=	25	n=	27	n=	37	n=	72	n=	7	n=	205
1 No	9	64%	3	38%	7	47%	16	64%	19	70%	31	84%	49	68%	5	71%	139	68%
2 Yes	5	36%	5	63%	8	53%	9	36%	8	30%	6	16%	23	32%	2	29%	66	32%
25. Attended preservation education programs?	n=	17	n=	14	n=	21	n=	73	n=	110	n=	215	n=	341	n=	33	n=	824
1 No	4	24%	1	7%	6	29%	26	36%	49	45%	128	60%	168	49%	19	58%	401	49%
2 Regional programs	9	53%	12	86%	9	43%	33	45%	37	34%	63	29%	88	26%	6	18%	257	31%
3 State programs	9	53%	5	36%	5	24%	21	29%	19	17%	20	9%	95	28%	7	21%	181	22%
4 National programs	10	59%	6	43%	7	33%	10	14%	4	4%	12	6%	8	2%	3	9%	60	7%
5 Professional organizations	7	41%	9	64%	9	43%	17	23%	28	25%	31	14%	51	15%	9	27%	161	20%
6 University courses	6	35%	3	21%	7	33%	5	7%	15	14%	25	12%	20	6%	4	12%	85	10%
7 Professional conferences	8	47%	6	43%	9	43%	16	22%	18	16%	17	8%	46	13%	4	12%	124	15%
25a. Preservation topics taught?	n=	12	n=	12	n=	15	n=	48	n=	54	n=	86	n=	164	n=	14	n=	405
1 Environmental controls	7	58%	10	83%	8	53%	26	54%	29	54%	46	53%	87	53%	10	71%	223	55%
2 Basic repairs	8	67%	11	92%	11	73%	32	67%	35	65%	60	70%	68	41%	7	50%	232	57%
3 Storage	9	75%	11	92%	11	73%	35	73%	34	63%	52	60%	123	75%	11	79%	286	71%
4 Proper shelving	5	42%	11	92%	8	53%	32	67%	31	57%	55	64%	89	54%	5	36%	236	58%
5 Care and handling	10	83%	10	83%	12	80%	35	73%	38	70%	69	80%	119	73%	12	86%	305	75%
6 Security	5	42%	8	67%	6	40%	18	38%	21	39%	24	28%	62	38%	7	50%	151	37%
7 Disaster preparedness	7	58%	12	100%	8	53%	29	60%	29	54%	36	42%	81	49%	7	50%	209	52%
8 Protective enclosures	7	58%	8	67%	4	27%	25	52%	20	37%	34	40%	70	43%	8	57%	176	43%
9 Library binding	6	50%	10	83%	9	60%	18	38%	18	33%	29	34%	28	17%	1	7%	119	29%
10 Care of photographs	8	67%	5	42%	6	40%	16	33%	18	33%	31	36%	78	48%	6	43%	168	41%
11 Nature of photographs	5	42%	5	42%	2	13%	11	23%	13	24%	19	22%	45	27%	3	21%	103	25%
12 Conservation of photographs	5	42%	5	42%	4	27%	10	21%	15	28%	21	24%	46	28%	3	21%	109	27%
13 Preservation microfilming	7	58%	6	50%	6	40%	12	25%	13	24%	21	24%	59	36%	4	29%	128	32%
14 Preservation management	6	50%	7	58%	2	13%	13	27%	16	30%	22	26%	50	30%	6	43%	122	30%
15 Conservation treatment	6	50%	5	42%	5	33%	13	27%	17	31%	21	24%	45	27%	6	43%	118	29%
16 Advanced hands-on	3	25%	4	33%	3	20%	7	15%	7	13%	6	7%	10	6%	2	14%	42	10%
17 Deacidification	4	33%	4	33%	6	40%	14	29%	15	28%	21	24%	46	28%	5	36%	115	28%
18 Pest control	3	25%	4	33%	2	13%	6	13%	13	24%	24	28%	21	13%	4	29%	77	19%
26. Familiar with NEDCC?	n=	18	n=	15	n=	22	n=	77	n=	112	n=	225	n=	356	n=	35	n=	860
1 No	4	22%	0	0%	2	9%	8	10%	18	16%	83	37%	165	46%	22	63%	302	35%
2 Yes	14	78%	15	100%	20	91%	69	90%	94	84%	142	63%	191	54%	13	37%	558	65%
26a. Contracted work with NEDCC?	n=	15	n=	13	n=	20	n=	69	n=	94	n=	144	n=	202	n=	16	n=	573
1 No	3	20%	1	8%	6	30%	42	61%	58	62%	100	69%	118	58%	8	50%	336	59%
2 Yes	12	80%	12	92%	13	65%	27	39%	36	38%	44	31%	84	42%	8	50%	236	41%

	1,000,000		500,000-999,999		250,000-499,000		100,000-249,999		50,000-99,999		10,000-49,999		UNDER 10,000		NO BOOKS		ALL	
	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%
26b. Services used?	n=	12	n=	12	n=	13	n=	33	n=	37	n=	42	n=	82	n=	8	n=	237
1 Preservation microfilming	3	25%	0	0%	7	54%	12	36%	13	35%	9	21%	20	24%	2	33%	66	28%
2 Book conservation	6	67%	3	25%	6	46%	13	39%	16	43%	13	31%	34	41%	0	0%	93	39%
3 Surveys	11	92%	5	42%	7	54%	20	61%	16	49%	20	48%	28	34%	1	17%	110	46%
4 Paper conservation	6	50%	5	42%	3	23%	11	33%	16	49%	24	57%	40	49%	1	17%	108	46%
5 Photograph conservation	5	42%	1	8%	3	23%	10	30%	6	16%	10	24%	18	22%	1	17%	54	23%
6 Photographic copying	1	8%	0	0%	2	15%	8	18%	0	0%	0	0%	6	7%	1	17%	18	7%
7 Workshops	4	33%	4	33%	4	31%	11	33%	5	14%	12	29%	20	24%	3	50%	63	27%
8 Disaster assistance	4	33%	8	50%	2	15%	4	12%	3	8%	6	19%	5	6%	0	0%	32	14%
27. Photocopy machines available to patrons?	n=	18	n=	15	n=	22	n=	78	n=	112	n=	223	n=	359	n=	34	n=	861
1 No	3	17%	0	0%	0	0%	4	5%	3	3%	28	13%	119	33%	9	26%	166	19%
2 Yes	15	83%	15	100%	22	100%	74	95%	109	97%	195	87%	240	67%	25	74%	695	61%
27a. Policy regarding use of photocopy machines?	n=	15	n=	15	n=	21	n=	79	n=	110	n=	198	n=	282	n=	26	n=	746
1 No restrictions	5	33%	7	47%	10	48%	43	54%	71	65%	106	54%	57	20%	10	38%	309	41%
2 Certain items not photocopied	5	33%	9	60%	8	38%	29	37%	25	23%	41	21%	73	26%	5	19%	195	26%
3 Certain items by patrons	2	13%	4	27%	5	24%	14	18%	8	5%	23	12%	27	10%	1	4%	82	11%
4 Certain items by staff only	5	33%	8	40%	6	29%	26	33%	19	17%	40	20%	87	31%	4	15%	193	26%
5 All items by staff	4	27%	3	20%	3	14%	3	4%	8	5%	40	20%	141	50%	13	50%	213	29%
28. Is the staff trained to shelve properly?	n=	18	n=	14	n=	21	n=	79	n=	109	n=	217	n=	344	n=	33	n=	835
1 No	8	33%	8	43%	9	43%	40	51%	57	52%	82	38%	206	60%	30	91%	438	52%
2 Yes	12	67%	8	57%	12	57%	39	49%	52	48%	135	62%	138	40%	3	9%	399	48%
28a. How is staff trained to shelve materials?	n=	11	n=	7	n=	12	n=	35	n=	47	n=	125	n=	116	n=	1	n=	354
1 Tilt volume by headcap	1	9%	0	0%	0	0%	5	14%	2	4%	17	14%	16	14%	1	100%	42	12%
2 Push volumes on either side	11	100%	7	100%	10	83%	22	63%	32	68%	88	70%	67	75%	0	0%	257	73%
3 Tilt with pressure on textblock	2	18%	2	29%	3	25%	6	17%	6	13%	23	18%	13	11%	0	0%	55	16%
4 Bookends readjusted	8	73%	6	86%	11	92%	27	77%	38	77%	93	74%	57	49%	0	0%	238	67%
29. Shelving of oversized volumes?	n=	18	n=	15	n=	21	n=	78	n=	109	n=	212	n=	318	n=	21	n=	790
1 Spine up	4	22%	3	20%	8	38%	22	29%	36	33%	83	39%	73	23%	7	33%	238	30%
2 Spine down	3	17%	2	13%	5	24%	12	16%	17	16%	41	19%	45	14%	6	29%	131	17%
3 Upright, separate shelves	12	67%	12	80%	13	62%	44	58%	68	81%	126	59%	146	46%	9	43%	428	54%
4 Flat on separate shelves	15	83%	13	67%	15	71%	41	54%	44	40%	113	53%	198	62%	12	57%	451	57%
30. Paper mended how?	n=	17	n=	15	n=	21	n=	73	n=	101	n=	206	n=	344	n=	28	n=	805
1 None done	4	24%	3	20%	4	19%	14	19%	10	10%	31	15%	218	63%	24	86%	306	38%
2 "Archival" tape	4	24%	5	33%	14	67%	44	60%	52	51%	64	31%	60	17%	1	4%	244	30%
3 Scotch tape	2	12%	3	20%	3	14%	22	30%	39	39%	110	53%	79	23%	7	25%	265	33%
4 Elmer's glue	2	12%	1	7%	3	14%	13	18%	35	35%	76	37%	27	8%	0	0%	157	20%
5 Library paste	2	12%	2	13%	4	19%	20	27%	38	38%	64	31%	23	7%	1	4%	154	19%
8 Japanese tissue and starch paste	8	47%	7	47%	8	38%	13	18%	7	7%	110	53%	13	4%	0	0%	166	21%
7 Heat set tissue	2	12%	2	13%	2	10%	4	5%	1	1%	1	0%	2	1%	0	0%	14	2%
31. Books mended how?	n=	18	n=	15	n=	20	n=	70	n=	105	n=	208	n=	323	n=	30	n=	789
1 Not applicable	5	28%	0	0%	1	5%	1	1%	5	5%	14	7%	37	11%	18	53%	79	10%
2 None done	1	6%	3	20%	4	20%	16	23%	11	10%	50	24%	207	64%	13	43%	305	39%
3 Cloth tape	3	17%	3	20%	11	55%	36	51%	81	58%	108	52%	46	14%	0	0%	268	34%
4 "Archival" tape	3	17%	1	7%	7	35%	18	23%	29	28%	29	14%	25	8%	0	0%	110	14%
5 Scotch tape	0	0%	0	0%	3	15%	11	16%	15	14%	51	25%	35	11%	2	7%	117	15%
8 Bookcloth and PVA	7	39%	9	60%	8	40%	12	17%	20	19%	24	12%	8	2%	0	0%	88	11%
7 In-house recasing	7	39%	8	53%	7	35%	9	13%	12	11%	7	3%	5	2%	0	0%	55	7%
32. Oversized prints, etc. housed how?	n=	14	n=	14	n=	18	n=	51	n=	76	n=	130	n=	279	n=	25	n=	605
1 Around or in a tube	4	29%	4	29%	7	44%	14	27%	29	38%	73	56%	162	58%	14	56%	307	51%
2 Rolled in acidic kraft	1	7%	0	0%	2	13%	2	4%	2	3%	4	3%	7	3%	1	4%	19	3%
3 Rolled in alkaline kraft	1	7%	0	0%	1	6%	4	8%	0	0%	3	2%	9	3%	1	4%	19	3%
4 Flat in metal map cases	12	86%	9	64%	15	94%	41	80%	52	68%	58	45%	156	56%	14	56%	357	59%
5 Large "archival" boxes	5	36%	6	57%	5	31%	13	25%	20	26%	29	22%	63	23%	8	24%	149	25%

	1,000,000		500,000-999,999		250,000-499,000		100,000-249,999		50,000-99,999		10,000-49,999		UNDER 10,000		NO BOOKS		ALL	
	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%
32a. Oversized prints, etc. housed where?	n=	13	n=	14	n=	15	n=	47	n=	73	n=	101	n=	208	n=	20	n=	491
1 General stacks	3	23%	6	43%	6	40%	12	26%	24	33%	30	30%	109	52%	10	50%	200	41%
2 Special collections	12	92%	12	86%	11	73%	35	74%	43	59%	49	49%	61	29%	5	25%	226	46%
3 Closed stacks	6	46%	5	36%	6	40%	14	30%	23	32%	36	38%	56	27%	7	35%	155	32%
33. Are microforms housed in the facility?	n=	17	n=	15	n=	22	n=	79	n=	111	n=	225	n=	357	n=	34	n=	860
1 No	2	12%	1	7%	2	9%	4	5%	12	11%	118	52%	220	62%	20	59%	379	44%
2 Yes	15	88%	14	93%	20	91%	75	95%	99	89%	107	48%	137	38%	14	41%	481	56%
33a. Types of microforms ?	n=	15	n=	14	n=	20	n=	75	n=	99	n=	107	n=	138	n=	13	n=	479
1 Microfilms	13	87%	13	93%	20	100%	75	100%	93	94%	88	82%	95	70%	7	54%	404	84%
2 Preservation microfilm	6	40%	6	43%	9	45%	17	23%	21	21%	14	13%	27	20%	3	23%	103	22%
3 Microfiche	14	93%	14	100%	19	95%	65	87%	81	82%	60	56%	63	46%	9	69%	325	68%
4 Microcards	8	53%	12	86%	7	35%	13	17%	4	4%	1	1%	8	6%	3	23%	56	12%
33b. Where are the master negatives stored?	n=	13	n=	14	n=	18	n=	67	n=	88	n=	93	n=	120	n=	13	n=	426
1 Off-site storage in a vault	5	38%	7	50%	6	33%	18	27%	28	32%	26	28%	64	53%	5	38%	159	37%
2 General stacks	0	0%	0	0%	1	6%	2	3%	1	1%	1	1%	3	3%	0	0%	8	2%
3 Microform reading room	0	0%	0	0%	0	0%	2	3%	6	7%	2	2%	2	2%	0	0%	12	3%
4 Special collections	5	38%	5	36%	3	17%	13	19%	5	6%	4	4%	25	21%	3	23%	63	15%
5 Closed stacks	1	8%	1	7%	2	11%	4	6%	4	5%	4	4%	7	6%	2	15%	25	6%
6 Don't have any	2	15%	4	29%	9	50%	34	51%	48	55%	52	56%	16	13%	2	15%	167	39%
7 Don't know	2	15%	2	14%	0	0%	3	4%	4	5%	12	13%	15	13%	2	15%	40	9%
33c. Where are the use copies stored?	n=	14	n=	13	n=	20	n=	62	n=	70	n=	77	n=	88	n=	8	n=	352
1 General stacks	1	7%	2	15%	6	30%	18	26%	23	33%	20	26%	12	14%	2	25%	82	23%
2 Microform reading room	8	57%	10	77%	14	70%	35	56%	37	53%	25	32%	10	11%	1	13%	140	40%
3 Special collections	7	50%	5	38%	9	45%	14	23%	12	17%	19	25%	58	66%	4	50%	128	36%
4 Closed stacks	4	29%	0	0%	3	15%	11	18%	6	11%	20	26%	15	17%	1	13%	62	18%
33d. How are microfilms housed?	n=	15	n=	14	n=	20	n=	72	n=	93	n=	88	n=	97	n=	8	n=	407
1 Plastic reels	13	67%	14	100%	20	100%	67	93%	67	94%	78	89%	79	81%	6	75%	364	89%
2 Metal reels	5	33%	6	43%	5	25%	21	29%	21	23%	11	13%	11	11%	2	25%	82	20%
3 Rubber bands	8	40%	6	43%	6	30%	26	36%	46	49%	21	24%	12	12%	2	25%	125	31%
4 Alkaline ties	8	40%	8	57%	7	35%	17	24%	15	16%	12	14%	17	18%	1	13%	83	20%
5 Acidic boxes	7	47%	10	71%	9	45%	31	43%	34	37%	29	33%	24	25%	4	50%	148	36%
6 Alkaline boxes	8	53%	13	93%	10	50%	19	26%	25	27%	32	36%	39	40%	6	75%	152	37%
34. Binder a member of the Library Binding Institute?	n=	18	n=	14	n=	21	n=	77	n=	109	n=	223	n=	277	n=	23	n=	762
1 No	3	17%	0	0%	3	14%	4	5%	9	8%	8	4%	35	13%	7	30%	69	9%
2 No binding done	2	11%	0	0%	1	5%	8	10%	15	14%	82	37%	106	38%	6	26%	220	29%
3 Yes	6	33%	12	86%	16	76%	46	60%	38	35%	35	16%	13	5%	0	0%	166	22%
4 Don't know	6	33%	2	14%	1	5%	19	25%	47	43%	84	38%	123	44%	10	43%	292	38%
35. Adheres to LBI stds?	n=	13	n=	14	n=	19	n=	68	n=	89	n=	115	n=	138	n=	11	n=	467
1 No	0	0%	0	0%	2	11%	3	4%	2	2%	1	1%	10	7%	0	0%	18	4%
2 Yes	7	54%	12	86%	15	79%	35	51%	30	34%	26	23%	12	9%	0	0%	137	29%
3 Don't know	6	46%	2	14%	2	11%	30	44%	57	64%	88	77%	116	84%	11	100%	312	67%
36. Binding decision-makers?	n=	12	n=	14	n=	19	n=	68	n=	85	n=	110	n=	75	n=	4	n=	385
1 Librarian	9	75%	8	57%	11	56%	38	55%	44	52%	65	59%	34	45%	1	25%	208	54%
2 Binding prep. staff	8	67%	8	57%	10	53%	21	32%	12	14%	14	13%	11	15%	0	0%	84	22%
3 Bindery and library staff	1	8%	4	29%	7	37%	20	30%	22	26%	22	20%	11	15%	0	0%	87	23%
4 Bindery staff	2	17%	4	29%	1	5%	11	17%	19	22%	37	34%	33	44%	3	75%	110	29%
39. Facility houses special collections?	n=	15	n=	14	n=	20	n=	77	n=	110	n=	220	n=	342	n=	30	n=	828
1 No	3	20%	0	0%	2	10%	10	13%	19	17%	88	31%	104	30%	9	30%	215	26%
2 Yes	12	80%	14	100%	16	90%	87	87%	91	83%	152	69%	238	70%	21	70%	813	74%

	1,000,000		500,000-999,999		250,000-499,000		100,000-249,999		50,000-99,999		10,000-49,999		UNDER 10,000		NO BOOKS		ALL	
	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%
39a. Materials in special collections?	n=	12	n=	14	n=	19	n=	66	n=	90	n=	151	n=	240	n=	20	n=	812
1 Rare books	9	75%	14	100%	17	89%	48	73%	46	51%	72	48%	115	48%	0	0%	321	52%
2 Manuscripts	10	83%	13	93%	16	84%	35	53%	42	47%	58	38%	115	48%	6	30%	295	48%
3 Local records	2	17%	5	36%	7	37%	29	44%	43	48%	75	50%	160	67%	14	70%	335	55%
4 Local history	6	50%	9	64%	14	74%	45	68%	79	88%	132	87%	179	75%	8	40%	472	77%
5 Maps	8	67%	12	86%	12	63%	42	64%	56	62%	79	52%	165	69%	10	50%	384	63%
6 Photographs	10	83%	14	100%	17	89%	49	74%	60	67%	97	64%	138	58%	9	45%	394	64%
7 Art works	6	50%	10	71%	10	53%	27	41%	26	29%	43	28%	77	32%	3	15%	202	33%
8 Microforms	7	58%	10	71%	15	79%	35	53%	44	49%	46	30%	53	22%	8	30%	216	35%
9 Audio-visual materials	8	67%	8	57%	11	58%	26	39%	31	34%	43	28%	58	24%	6	30%	191	31%
39b. Where are these collections housed?	n=	12	n=	14	n=	19	n=	63	n=	80	n=	116	n=	196	n=	20	n=	520
1 Special collections	10	83%	13	93%	15	79%	55	87%	55	69%	81	70%	81	41%	10	50%	320	62%
2 Vault	1	8%	4	29%	4	21%	16	25%	18	23%	15	13%	128	65%	10	50%	196	38%
3 Closed stacks	7	58%	10	71%	9	47%	21	33%	33	41%	57	49%	49	25%	2	10%	188	36%
39c. Where are these rooms located?	n=	13	n=	14	n=	19	n=	66	n=	89	n=	157	n=	241	n=	21	n=	620
1 Basement	6	46%	6	43%	9	47%	23	35%	28	31%	44	28%	88	36%	12	57%	214	35%
2 Attic	1	8%	0	0%	2	11%	2	3%	6	7%	12	8%	15	6%	1	5%	39	6%
3 Upper floor	7	54%	9	64%	16	84%	32	48%	28	31%	42	27%	74	31%	5	24%	213	34%
4 Main floor	5	38%	3	21%	7	37%	29	44%	42	47%	94	60%	152	63%	10	48%	342	55%
5 Main building	6	46%	12	86%	13	68%	21	32%	26	29%	50	32%	81	34%	3	14%	212	34%
6 Separate facility	4	31%	3	21%	2	11%	4	6%	7	8%	8	5%	18	7%	1	5%	47	8%
40. Staff access to special collections materials?	n=	8	n=	8	n=	14	n=	50	n=	74	n=	126	n=	196	n=	13	n=	489
1 Open without a key	5	63%	5	63%	6	43%	18	36%	52	70%	84	67%	91	46%	6	46%	267	55%
2 Staff Key	0	0%	3	38%	5	36%	15	30%	11	15%	22	17%	28	14%	2	15%	86	18%
3 Senior staff only	3	38%	2	25%	3	21%	21	42%	15	20%	25	20%	85	43%	5	38%	159	33%
41. Patron access to spec. collections materials?	n=	12	n=	14	n=	19	n=	58	n=	79	n=	143	n=	240	n=	18	n=	583
1 Open browsing	0	0%	0	0%	1	5%	6	10%	14	18%	40	28%	17	7%	0	0%	78	13%
2 Materials retrieved and use supervised by staff	12	100%	14	100%	15	79%	49	84%	55	70%	94	66%	196	82%	14	78%	449	77%
3 All materials at same time	1	8%	4	29%	6	32%	16	28%	18	20%	37	26%	43	18%	4	22%	127	22%
4 Materials one at a time	2	17%	5	36%	6	32%	19	33%	15	19%	29	20%	75	31%	5	28%	156	27%
42. Personal materials allowed in RR?	n=	11	n=	12	n=	18	n=	62	n=	85	n=	143	n=	208	n=	14	n=	553
1 No restrictions	1	9%	5	42%	12	67%	43	69%	67	79%	108	76%	128	62%	9	64%	373	67%
2 Paper and pencil only	9	82%	7	58%	4	22%	10	16%	12	14%	19	13%	52	25%	2	14%	115	21%
3 Paper, pens, coats, etc.	0	0%	1	8%	2	11%	13	21%	9	11%	14	10%	21	10%	3	21%	63	11%
4 No materials	1	9%	0	0%	0	0%	1	2%	0	0%	3	2%	12	6%	0	0%	17	3%
43. Where are mss./archival materials housed?	n=	11	n=	13	n=	17	n=	56	n=	77	n=	117	n=	209	n=	16	n=	516
1 In file cabinets	4	36%	5	38%	7	41%	37	66%	48	62%	77	66%	152	73%	8	50%	338	66%
2 Corrugated boxes	2	18%	5	38%	3	18%	16	29%	10	13%	21	18%	62	30%	7	44%	126	24%
3 Alkaline boxes	10	91%	12	92%	15	88%	40	71%	41	53%	47	40%	91	44%	9	56%	265	51%
4 Manila folders	3	27%	2	15%	7	41%	19	34%	31	40%	41	35%	75	36%	6	38%	184	36%
5 Alkaline folders	8	73%	11	85%	13	76%	39	70%	38	49%	37	32%	83	40%	7	44%	236	46%
8 Scrapbooks	6	55%	7	54%	5	29%	24	43%	32	42%	57	49%	77	37%	5	31%	213	41%

	1,000,000		500,000-999,999		250,000-499,000		100,000-249,999		50,000-99,999		10,000-49,999		UNDER 10,000		NO BOOKS		ALL	
	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%
44. Routine processing tasks performed?	n=	11	n=	13	n=	18	n=	57	n=	80	n=	128	n=	217	n=	16	n=	540
1 Nothing	1	9%	1	8%	2	11%	15	26%	29	36%	74	58%	85	39%	5	31%	212	39%
2 Remove staples	9	82%	13	100%	16	89%	28	49%	37	46%	42	33%	112	52%	9	56%	266	49%
3 Unfold	7	64%	10	77%	14	78%	24	42%	35	44%	36	28%	93	43%	8	50%	227	42%
4 Placed in alkaline folders	9	82%	11	85%	16	89%	36	63%	37	46%	40	31%	94	43%	8	50%	251	46%
5 Remove photos	9	82%	10	77%	9	50%	29	51%	22	28%	35	27%	86	40%	5	31%	205	38%
6 Remove newsprint, etc.	9	82%	10	77%	11	61%	28	49%	28	35%	39	30%	77	35%	4	25%	206	38%
7 Humidify and flatten	5	45%	3	23%	3	17%	3	5%	4	5%	11	9%	15	7%	0	0%	44	8%
45. Disaster plan prepared?	n=	17	n=	14	n=	21	n=	75	n=	109	n=	217	n=	357	n=	35	n=	845
1 No	8	47%	3	21%	9	43%	60	80%	92	84%	198	91%	314	88%	33	94%	717	85%
2 Yes	6	35%	5	36%	6	29%	7	9%	10	9%	8	4%	18	5%	1	3%	61	7%
3 In preparation	3	18%	6	43%	6	29%	8	11%	7	6%	11	5%	25	7%	1	3%	67	8%
45a. Disaster plan components?	n=	9	n=	11	n=	12	n=	21	n=	16	n=	24	n=	45	n=	2	n=	140
1 Response outline	9	100%	10	91%	9	75%	20	95%	14	88%	17	71%	33	73%	1	50%	113	81%
2 Supplies stored off-site	6	67%	8	73%	4	33%	11	52%	8	50%	7	29%	14	31%	1	50%	59	42%
3 Emergency supplies list	9	100%	11	100%	10	83%	21	100%	10	63%	18	75%	29	64%	1	50%	109	78%
4 Description of emergency procedures	9	100%	11	100%	12	100%	19	90%	11	69%	23	96%	38	84%	1	50%	124	89%
5 Recovery priorities	7	78%	10	91%	6	50%	14	67%	11	69%	18	75%	31	69%	2	100%	99	71%
8 List of staff volunteers	7	78%	10	91%	6	50%	11	52%	8	50%	11	46%	20	44%	1	50%	74	53%
7 Community resources	8	89%	10	91%	7	58%	18	76%	13	81%	18	75%	23	51%	1	50%	96	69%
8 Conservation experts	9	100%	8	73%	6	50%	19	90%	12	75%	18	75%	25	56%	1	50%	98	70%
51. Preservation money allocated?	n=	16	n=	13	n=	21	n=	75	n=	104	n=	212	n=	333	n=	35	n=	809
1 No	5	31%	1	8%	4	19%	35	47%	59	57%	169	80%	207	62%	30	86%	510	63%
2 Yes	11	69%	12	92%	17	81%	40	53%	45	43%	43	20%	126	38%	5	14%	299	37%

APPENDIX C

PUBLIC LIBRARIES BY SIZE OF BOOK COLLECTION

	1,000,000		500,000-999,999		250,000-499,000		100,000-249,999		50,000-99,999		10,000-49,999		UNDER 10,000		NO BOOKS		ALL	
	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%
3. Predominant material facility construction	n=	5	n=	2	n=	6	n=	38	n=	76	n=	161	n=	52	n=	0	n=	362
1 Stone	1	20%	0	0%	6	75%	16	47%	20	26%	56	31%	10	19%	0	0%	111	31%
2 Brick	2	40%	0	0%	5	63%	29	76%	63	83%	104	57%	16	31%	0	0%	219	60%
3 Wood	2	40%	1	50%	2	25%	12	32%	14	18%	92	51%	35	67%	0	0%	156	44%
4 Concrete	1	20%	2	100%	3	38%	16	47%	26	34%	42	23%	12	23%	0	0%	104	29%
5 Glass	0	0%	2	100%	1	13%	11	29%	15	20%	27	15%	7	13%	0	0%	63	17%
6 Steel	0	0%	1	50%	2	25%	11	29%	13	17%	12	7%	2	4%	0	0%	41	11%
7 Don't know	0	0%	0	0%	0	0%	0	0%	1	1%	0	0%	3	6%	0	0%	4	1%
4. Condition of roof and exterior walls	n=	5	n=	2	n=	6	n=	38	n=	75	n=	161	n=	51	n=	0	n=	360
1 Good condition	5	100%	0	0%	3	38%	29	76%	53	71%	129	71%	35	69%	0	0%	254	71%
2 Exterior walls are insulated	1	20%	1	50%	2	25%	9	24%	21	28%	50	28%	9	18%	0	0%	93	26%
3 Exterior walls not insulated	1	20%	1	50%	2	25%	17	45%	37	49%	92	51%	25	49%	0	0%	175	49%
4 Condensation occurs on walls/windows	0	0%	0	0%	1	13%	1	3%	6	11%	14	8%	4	8%	0	0%	26	6%
5 Exterior walls leak	0	0%	1	50%	2	25%	5	13%	10	13%	14	8%	2	4%	0	0%	34	9%
6 Roof/attic is insulated	1	20%	1	50%	2	25%	17	45%	38	51%	67	37%	18	31%	0	0%	142	39%
7 Roof/attic is not insulated	0	0%	1	50%	4	50%	12	32%	23	31%	62	34%	13	25%	0	0%	115	32%
8 Water accumulates on roof	0	0%	1	50%	2	25%	6	16%	16	21%	17	9%	5	10%	0	0%	47	13%
9 Roof leaks	0	0%	0	0%	3	38%	12	32%	21	28%	38	21%	5	10%	0	0%	79	22%
10 Don't know	0	0%	0	0%	0	0%	0	0%	0	0%	5	3%	4	8%	0	0%	9	3%
5. Which of the rooms exist in your facility?	n=	4	n=	2	n=	6	n=	37	n=	76	n=	182	n=	48	n=	0	n=	357
1 None	0	0%	0	0%	0	0%	1	3%	4	5%	17	9%	21	44%	0	0%	43	12%
2 Attic	3	75%	1	50%	4	50%	20	54%	42	55%	89	49%	14	29%	0	0%	173	48%
3 Basement stacks	2	50%	2	100%	6	75%	26	70%	48	63%	61	45%	4	8%	0	0%	169	47%
4 Storage room(s)	1	25%	1	50%	5	63%	31	84%	57	75%	101	55%	6	17%	0	0%	204	57%
5 Non-stack basement	3	75%	1	50%	4	50%	23	62%	45	59%	95	52%	15	31%	0	0%	186	52%
5a. What is the condition of the attic?	n=	3	n=	0	n=	4	n=	15	n=	44	n=	61	n=	14	n=	0	n=	161
1 Clean	3	100%	0	0%	2	50%	9	60%	22	50%	37	46%	6	43%	0	0%	79	49%
2 Cluttered	0	0%	0	0%	1	25%	3	20%	13	30%	32	40%	4	29%	0	0%	53	33%
3 Dirty	1	33%	0	0%	1	25%	4	27%	15	34%	22	27%	7	50%	0	0%	50	31%
4 Dry	1	33%	0	0%	3	75%	10	67%	25	57%	52	64%	8	57%	0	0%	99	61%
5 Wet	0	0%	0	0%	0	0%	2	13%	4	9%	4	5%	1	7%	0	0%	11	7%
6 Rodents	0	0%	0	0%	0	0%	1	7%	3	7%	13	16%	4	29%	0	0%	21	13%
7 Insects	0	0%	0	0%	0	0%	0	0%	5	11%	10	12%	1	7%	0	0%	16	10%
8 Mold	0	0%	0	0%	0	0%	1	7%	4	9%	5	6%	1	7%	0	0%	11	7%
5a. What is the condition of the basement stacks?	n=	2	n=	2	n=	6	n=	25	n=	48	n=	80	n=	4	n=	0	n=	167
1 Clean	1	50%	2	100%	1	17%	15	60%	25	52%	48	60%	2	50%	0	0%	94	56%
2 Cluttered	1	50%	0	0%	3	50%	10	40%	16	38%	25	31%	2	50%	0	0%	59	35%
3 Dirty	0	0%	0	0%	2	33%	6	32%	11	23%	11	14%	1	25%	0	0%	33	20%
4 Dry	2	100%	2	100%	3	50%	13	52%	29	60%	37	46%	2	50%	0	0%	66	53%
5 Wet	0	0%	0	0%	1	17%	1	4%	10	21%	18	20%	0	0%	0	0%	26	17%
6 Rodents	0	0%	0	0%	1	17%	3	12%	4	8%	5	8%	0	0%	0	0%	13	6%
7 Insects	0	0%	0	0%	1	17%	1	4%	5	10%	9	11%	0	0%	0	0%	16	10%
6 Mold	0	0%	0	0%	1	17%	2	8%	6	17%	26	33%	1	25%	0	0%	36	23%
5a. What is the condition of the storage rooms?	n=	2	n=	1	n=	5	n=	29	n=	56	n=	108	n=	6	n=	0	n=	209
1 Clean	1	50%	0	0%	0	0%	10	34%	19	34%	54	50%	6	75%	0	0%	90	43%
2 Cluttered	0	0%	1	100%	5	100%	16	62%	39	70%	58	54%	3	38%	0	0%	124	59%
3 Dirty	0	0%	1	100%	1	20%	7	24%	13	23%	20	19%	1	13%	0	0%	43	21%
4 Dry	2	100%	1	100%	3	60%	15	52%	31	55%	65	60%	3	38%	0	0%	120	57%
5 Wet	0	0%	0	0%	1	20%	1	3%	6	11%	9	8%	2	25%	0	0%	19	9%
6 Rodents	0	0%	0	0%	1	20%	2	7%	4	7%	5	5%	1	13%	0	0%	13	6%
7 Insects	0	0%	0	0%	1	20%	1	3%	4	7%	6	6%	0	0%	0	0%	12	6%
8 Mold	0	0%	0	0%	1	20%	1	3%	6	11%	14	13%	1	13%	0	0%	23	11%
5a. What is the condition of the non-stack basement?	n=	2	n=	1	n=	5	n=	22	n=	48	n=	99	n=	14	n=	0	n=	189
1 Clean	1	50%	0	0%	1	20%	9	41%	43	93%	55	56%	5	36%	0	0%	114	60%
2 Cluttered	0	0%	1	100%	4	80%	13	59%	41	69%	28	28%	5	38%	0	0%	92	49%
3 Dirty	0	0%	1	100%	1	20%	6	27%	30	65%	26	26%	9	64%	0	0%	73	39%
4 Dry	1	50%	0	0%	2	40%	11	50%	48	100%	45	45%	1	7%	0	0%	106	56%
5 Wet	1	50%	1	100%	3	60%	4	18%	20	43%	23	23%	10	71%	0	0%	82	33%
6 Rodents	0	0%	0	0%	1	20%	3	14%	11	24%	8	8%	3	21%	0	0%	26	14%
7 Insects	0	0%	0	0%	1	20%	1	5%	9	20%	6	6%	2	14%	0	0%	19	10%
8 Mold	1	50%	1	100%	2	40%	1	5%	17	37%	20	20%	6	43%	0	0%	48	25%

	1,000,000		500,000-999,999		250,000-499,000		100,000-249,999		50,000-99,999		10,000-49,999		UNDER 10,000		NO BOOKS		ALL	
	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%
6. Type of security system?	n=	5	n=	2	n=	8	n=	38	n=	76	n=	175	n=	48	n=	0	n=	352
1 None	2	40%	1	50%	2	25%	4	11%	20	26%	98	56%	36	75%	0	0%	163	46%
2 Shared system	1	20%	0	0%	1	13%	1	3%	3	4%	11	6%	11	23%	0	0%	28	8%
3 Burglar alarms	2	40%	1	50%	3	38%	27	71%	30	39%	41	23%	3	6%	0	0%	107	30%
4 Motion detectors	1	20%	0	0%	4	50%	31	82%	47	62%	60	34%	4	8%	0	0%	147	42%
5 After-hours guard	0	0%	0	0%	1	13%	0	0%	1	1%	3	2%	0	0%	0	0%	5	1%
6 Computerized system	0	0%	0	0%	1	13%	3	8%	4	5%	12	7%	1	2%	0	0%	21	6%
7 Electronics at exit	1	20%	0	0%	4	50%	24	63%	20	26%	12	7%	3	6%	0	0%	64	18%
7. Arereas covered by HVAC?	n=	3	n=	2	n=	8	n=	33	n=	70	n=	150	n=	42	n=	0	n=	308
1 General books	3	100%	2	100%	6	75%	27	82%	58	83%	141	94%	38	90%	0	0%	275	89%
2 Special collections	3	100%	1	50%	6	75%	25	76%	48	69%	94	63%	11	26%	0	0%	188	61%
3 Administrative areas	3	100%	2	100%	7	88%	29	88%	60	86%	117	78%	18	43%	0	0%	236	77%
4 Don't know	0	0%	0	0%	0	0%	0	0%	0	0%	5	3%	4	10%	0	0%	9	3%
8. Components?	n=	4	n=	2	n=	7	n=	35	n=	73	n=	160	n=	40	n=	0	n=	321
1 Heating	4	100%	2	100%	7	100%	31	89%	68	93%	156	98%	39	98%	0	0%	307	96%
2 Ventilation	1	25%	2	100%	3	43%	26	74%	45	62%	63	39%	3	8%	0	0%	143	45%
3 Air-conditioning	2	50%	2	100%	5	71%	30	86%	54	74%	87	54%	5	13%	0	0%	185	58%
4 Humidity control	1	25%	1	50%	0	0%	8	23%	12	16%	21	13%	3	8%	0	0%	46	14%
5 Don't know	0	0%	0	0%	0	0%	0	0%	0	0%	3	2%	1	3%	0	0%	4	1%
9. What areas are covered by AC?	n=	2	n=	2	n=	6	n=	30	n=	60	n=	91	n=	4	n=	0	n=	195
1 General books	2	100%	2	100%	3	50%	24	80%	47	78%	79	87%	4	100%	0	0%	161	83%
2 Special collections	2	100%	1	50%	4	67%	22	73%	37	62%	55	60%	0	0%	0	0%	121	62%
3 Administrative areas	2	100%	2	100%	5	83%	26	87%	49	82%	71	78%	2	50%	0	0%	157	81%
4 Don't know	0	0%	0	0%	0	0%	1	3%	1	2%	1	1%	0	0%	0	0%	3	2%
9a. Where is the chiller located?	n=	2	n=	2	n=	6	n=	31	n=	58	n=	95	n=	3	n=	0	n=	197
1 Roof	1	50%	1	50%	3	50%	8	26%	20	34%	19	20%	1	33%	0	0%	53	27%
2 Outside on the grounds	1	50%	1	50%	1	17%	10	32%	19	33%	36	38%	1	33%	0	0%	69	35%
3 Mechanical room	0	0%	1	50%	0	0%	9	29%	10	17%	18	19%	0	0%	0	0%	38	19%
4 Windows	0	0%	0	0%	4	67%	12	39%	20	34%	37	39%	1	33%	0	0%	74	38%
10. Constant control possible?	n=	3	n=	2	n=	8	n=	36	n=	73	n=	158	n=	39	n=	0	n=	319
1 No	0	0%	1	50%	5	63%	20	56%	42	58%	110	70%	35	90%	0	0%	213	67%
2 Yes	3	100%	1	50%	3	38%	16	44%	31	42%	48	30%	4	10%	0	0%	106	33%
11. Constant setting?	n=	3	n=	1	n=	6	n=	23	n=	44	n=	98	n=	21	n=	0	n=	196
1 No	1	33%	1	100%	5	83%	16	70%	34	77%	77	79%	15	71%	0	0%	149	76%
2 Don't know	0	0%	0	0%	1	17%	2	9%	3	7%	3	3%	2	10%	0	0%	11	6%
3 Yes	2	67%	0	0%	0	0%	5	22%	7	16%	18	18%	4	19%	0	0%	36	18%
11a. Setting of Air-conditioning?	n=	2	n=	1	n=	1	n=	19	n=	34	n=	53	n=	4	n=	0	n=	114
60-63	0	0%	0	0%	0	0%	0	0%	0	0%	1	2%	0	0%	0	0%	1	1%
64-67	0	0%	0	0%	0	0%	2	11%	4	12%	5	9%	1	25%	0	0%	12	11%
68-71	2	100%	1	100%	0	0%	6	32%	15	44%	21	40%	1	25%	0	0%	46	40%
72-75	0	0%	0	0%	1	100%	6	32%	10	29%	14	26%	0	0%	0	0%	31	27%
76-79	0	0%	0	0%	0	0%	1	5%	1	3%	5	9%	0	0%	0	0%	7	6%
Don't know	0	0%	0	0%	0	0%	4	21%	4	12%	7	13%	2	50%	0	0%	17	15%
11a. Setting of heating?	n=	3	n=	1	n=	2	n=	19	n=	38	n=	84	n=	13	n=	0	n=	160
60-63	0	0%	0	0%	0	0%	0	0%	1	3%	7	8%	2	15%	0	0%	10	6%
64-67	0	0%	1	100%	0	0%	1	5%	8	21%	26	31%	0	0%	0	0%	36	23%
68-71	3	100%	0	0%	1	50%	12	63%	26	68%	41	49%	8	62%	0	0%	91	57%
72-75	0	0%	0	0%	0	0%	3	16%	2	5%	7	8%	0	0%	0	0%	12	8%
76-79	0	0%	0	0%	0	0%	1	5%	0	0%	0	0%	0	0%	0	0%	1	1%
Don't know	0	0%	0	0%	1	50%	2	11%	1	3%	3	4%	3	23%	0	0%	10	6%

	1,000,000		500,000-999,999		250,000-499,000		100,000-249,999		50,000-99,999		10,000-49,999		UNDER 10,000		NO BOOKS		ALL	
	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%
11b. AC turned down or shut off?	n=	2	n=	1	n=	2	n=	22	n=	35	n=	61	n=	6	n=	0	n=	129
1 No	0	0%	0	0%	0	0%	4	18%	5	14%	7	11%	2	33%	0	0%	18	14%
2 Don't know	0	0%	0	0%	0	0%	0	0%	2	6%	3	5%	0	0%	0	0%	5	4%
3 Yes	2	100%	1	100%	2	100%	18	82%	28	80%	51	84%	4	67%	0	0%	106	82%
11b. Heat turned down or shut off?	n=	4	n=	1	n=	3	n=	20	n=	37	n=	94	n=	18	n=	0	n=	177
1 No	0	0%	0	0%	0	0%	6	30%	5	14%	15	16%	6	33%	0	0%	32	18%
2 Don't know	0	0%	0	0%	0	0%	2	10%	3	8%	4	4%	0	0%	0	0%	9	5%
3 Yes	4	100%	1	100%	3	100%	12	60%	29	78%	75	80%	12	67%	0	0%	136	77%
11b. Ventilation turned down or shut off?	n=	1	n=	1	n=	1	n=	16	n=	27	n=	35	n=	2	n=	0	n=	83
1 No	0	0%	1	100%	0	0%	5	31%	11	41%	8	23%	2	100%	0	0%	27	33%
2 Don't know	0	0%	0	0%	0	0%	1	6%	3	11%	6	17%	0	0%	0	0%	10	12%
3 Yes	1	100%	0	0%	1	100%	10	63%	13	48%	21	60%	0	0%	0	0%	46	55%
11c. Humidity control devices used?	n=	3	n=	1	n=	2	n=	18	n=	32	n=	71	n=	8	n=	0	n=	135
1 Portable humidifiers	1	33%	0	0%	0	0%	4	22%	4	13%	4	6%	1	13%	0	0%	14	10%
2 Portable dehumidifiers	1	33%	0	0%	1	50%	1	6%	15	47%	38	54%	1	13%	0	0%	57	42%
3 System humidification	2	67%	1	100%	0	0%	4	22%	8	25%	13	18%	0	0%	0	0%	28	21%
4 System dehumidification	1	33%	1	100%	0	0%	3	17%	12	38%	13	18%	0	0%	0	0%	30	22%
12. Separate HVAC for special collections?	n=	4	n=	2	n=	8	n=	37	n=	72	n=	164	n=	37	n=	0	n=	324
1 No	3	75%	1	50%	8	100%	28	76%	64	89%	151	92%	37	100%	0	0%	292	90%
2 Yes	1	25%	1	50%	0	0%	9	24%	8	11%	13	8%	0	0%	0	0%	32	10%
12a. Constant control?	n=	3	n=	1	n=	2	n=	11	n=	15	n=	34	n=	7	n=	0	n=	73
1 No	1	33%	0	0%	2	100%	5	45%	6	40%	19	56%	7	100%	0	0%	40	55%
2 Yes	2	67%	1	100%	0	0%	6	55%	9	60%	15	44%	0	0%	0	0%	33	45%
12b. Constant setting?	n=	3	n=	1	n=	0	n=	12	n=	11	n=	30	n=	5	n=	0	n=	62
1 No	3	100%	0	0%	0	0%	4	33%	6	55%	16	53%	4	80%	0	0%	33	53%
2 Don't know	0	0%	0	0%	0	0%	1	8%	0	0%	3	10%	1	20%	0	0%	5	8%
3 Yes	0	0%	1	100%	0	0%	7	58%	5	45%	11	37%	0	0%	0	0%	24	39%
12c. Setting of Air-conditioning?	n=	2	n=	1	n=	1	n=	7	n=	7	n=	22	n=	0	n=	0	n=	40
60-63	0	0%	0	0%	0	0%	0	0%	1	14%	3	14%	0	0%	0	0%	4	10%
64-67	0	0%	0	0%	0	0%	2	29%	1	14%	4	18%	0	0%	0	0%	7	18%
68-71	2	100%	1	100%	0	0%	2	29%	2	29%	4	18%	0	0%	0	0%	11	28%
72-75	0	0%	0	0%	0	0%	0	0%	1	14%	3	14%	0	0%	0	0%	4	10%
76-79	0	0%	0	0%	0	0%	1	14%	1	14%	2	9%	0	0%	0	0%	4	10%
Don't know	0	0%	0	0%	1	100%	2	29%	1	14%	6	27%	0	0%	0	0%	10	25%
12c. Setting of heating?	n=	2	n=	1	n=	1	n=	6	n=	7	n=	25	n=	1	n=	0	n=	43
60-63	0	0%	0	0%	0	0%	0	0%	0	0%	1	4%	0	0%	0	0%	1	2%
64-67	0	0%	0	0%	0	0%	2	33%	2	29%	6	24%	0	0%	0	0%	10	23%
68-71	2	100%	1	100%	0	0%	2	33%	3	43%	14	56%	1	100%	0	0%	23	53%
72-75	0	0%	0	0%	0	0%	1	17%	1	14%	0	0%	0	0%	0	0%	2	5%
76-79	0	0%	0	0%	0	0%	1	17%	0	0%	0	0%	0	0%	0	0%	1	2%
Don't know	0	0%	0	0%	1	100%	0	0%	1	14%	4	16%	0	0%	0	0%	6	14%
12d. AC turned down or shut off?	n=	2	n=	1	n=	1	n=	8	n=	8	n=	23	n=	1	n=	0	n=	44
1 No	1	50%	1	100%	0	0%	5	63%	5	63%	9	39%	0	0%	0	0%	21	48%
2 Don't know	0	0%	0	0%	0	0%	0	0%	0	0%	1	4%	0	0%	0	0%	1	2%
3 Yes	1	50%	0	0%	1	100%	3	38%	3	38%	13	57%	1	100%	0	0%	22	50%
12d. Heat turned down or shut off?	n=	2	n=	1	n=	1	n=	8	n=	8	n=	24	n=	3	n=	0	n=	47
1 No	1	50%	1	100%	0	0%	3	38%	5	63%	7	29%	2	67%	0	0%	19	40%
2 Don't know	0	0%	0	0%	0	0%	0	0%	0	0%	2	8%	1	33%	0	0%	3	6%
3 Yes	1	50%	0	0%	1	100%	5	63%	3	38%	15	63%	0	0%	0	0%	25	53%

	1,000,000		500,000-999,999		250,000-499,000		100,000-249,999		50,000-99,999		10,000-49,999		UNDER 10,000		NO BOOKS		ALL	
	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%
12d. Ventilation turned down or shut off?	n=	1	n=	1	n=	1	n=	6	n=	8	n=	15	n=	0	n=	0	n=	32
1 No	1	100%	1	100%	0	0%	3	50%	5	63%	7	47%	0	0%	0	0%	17	53%
2 Don't know	0	0%	0	0%	0	0%	1	17%	0	0%	3	20%	0	0%	0	0%	4	13%
3 Yes	0	0%	0	0%	1	100%	2	33%	3	38%	5	33%	0	0%	0	0%	11	34%
12e. Humidity control devices used?	n=	2	n=	1	n=	1	n=	9	n=	9	n=	25	n=	4	n=	0	n=	51
1 Portable humidifiers	1	50%	0	0%	0	0%	1	11%	2	22%	6	24%	1	25%	0	0%	11	22%
2 Portable dehumidifiers	1	50%	0	0%	1	100%	8	89%	3	33%	9	36%	0	0%	0	0%	22	43%
3 System humidification	1	50%	0	0%	0	0%	3	33%	4	44%	6	24%	0	0%	0	0%	14	27%
4 System dehumidification	0	0%	0	0%	0	0%	3	33%	6	67%	7	28%	0	0%	0	0%	18	31%
13. Environmental monitoring devices?	n=	4	n=	2	n=	8	n=	38	n=	75	n=	178	n=	50	n=	0	n=	353
1 None	1	25%	0	0%	0	0%	8	16%	7	9%	12	7%	13	26%	0	0%	39	11%
2 Thermostat	2	50%	2	100%	7	88%	32	84%	58	77%	151	86%	34	68%	0	0%	286	81%
3 Thermometer	0	0%	0	0%	4	50%	18	42%	33	44%	58	33%	0	0%	0	0%	111	31%
4 Hygrometer	0	0%	0	0%	1	13%	1	3%	9	12%	9	5%	12	24%	0	0%	32	9%
5 Thermohygrometer	0	0%	0	0%	0	0%	2	5%	2	3%	3	2%	0	0%	0	0%	7	2%
6 Hygrothermograph	1	25%	0	0%	0	0%	1	3%	2	3%	0	0%	0	0%	0	0%	4	1%
7 Sling psychrometer	0	0%	0	0%	0	0%	1	3%	0	0%	0	0%	0	0%	0	0%	1	0%
8 Battery-operated psychrometer	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
14. Reduction of entering light?	n=	4	n=	2	n=	8	n=	36	n=	69	n=	171	n=	46	n=	0	n=	338
1 No windows	1	25%	0	0%	0	0%	2	6%	3	4%	2	1%	1	2%	0	0%	9	3%
2 Nothing done	2	50%	0	0%	3	38%	7	19%	21	30%	73	43%	17	37%	0	0%	123	37%
3 Light-filtering film	0	0%	0	0%	1	13%	8	17%	4	6%	8	4%	0	0%	0	0%	17	5%
4 Light-filtering glass	0	0%	0	0%	1	13%	4	11%	8	9%	8	4%	0	0%	0	0%	17	5%
5 Shades	0	0%	1	50%	5	63%	18	50%	37	54%	77	45%	23	50%	0	0%	161	48%
6 Curtains	1	25%	1	50%	0	0%	18	44%	30	43%	38	22%	12	26%	0	0%	98	29%
7 Roof overhangs	0	0%	0	0%	1	13%	8	17%	7	10%	7	4%	1	2%	0	0%	22	7%
8 Awnings	0	0%	0	0%	0	0%	0	0%	2	3%	2	1%	0	0%	0	0%	4	1%
15. Reduction of UV radiation inside?	n=	5	n=	2	n=	8	n=	35	n=	70	n=	173	n=	48	n=	0	n=	341
1 None	4	80%	1	50%	6	75%	22	63%	50	71%	142	82%	44	92%	0	0%	269	79%
2 UV-filtering sleeves	0	0%	1	50%	1	13%	9	26%	7	10%	10	6%	1	2%	0	0%	29	9%
3 Low UV fluorescent tubes	1	20%	0	0%	0	0%	1	3%	8	11%	15	9%	1	2%	0	0%	26	8%
4 UF-3 or UF-4 plexiglass	0	0%	0	0%	0	0%	0	0%	0	0%	2	1%	0	0%	0	0%	2	1%
5 UV-filtering film	0	0%	0	0%	1	13%	2	6%	1	1%	1	1%	0	0%	0	0%	5	1%
6 Lights turned on and off	0	0%	0	0%	2	25%	7	20%	11	16%	18	10%	3	6%	0	0%	41	12%
18. Fire detection/suppression systems installed?	n=	5	n=	2	n=	8	n=	38	n=	75	n=	181	n=	52	n=	0	n=	361
1 No	1	20%	0	0%	1	13%	2	5%	4	5%	25	14%	15	29%	0	0%	48	13%
2 Don't know	0	0%	0	0%	0	0%	0	0%	0	0%	2	1%	0	0%	0	0%	2	1%
3 Yes	4	80%	2	100%	7	88%	36	95%	71	95%	154	85%	37	71%	0	0%	311	86%
16a. Type of system?	n=	4	n=	2	n=	7	n=	36	n=	71	n=	155	n=	39	n=	0	n=	314
1 Fire extinguishers	4	100%	1	50%	7	100%	36	100%	68	96%	142	92%	36	92%	0	0%	294	94%
2 Wet pipe sprinklers	0	0%	1	50%	3	43%	7	19%	11	15%	15	10%	0	0%	0	0%	37	12%
3 Dry pipe sprinklers	0	0%	0	0%	0	0%	1	3%	2	3%	4	3%	0	0%	0	0%	7	2%
4 Halon	0	0%	0	0%	1	14%	2	6%	2	3%	1	1%	0	0%	0	0%	8	2%
5 Smoke detectors	1	25%	1	50%	4	57%	26	72%	54	76%	108	70%	19	49%	0	0%	213	68%
6 Heat detectors	2	50%	0	0%	3	43%	26	72%	48	65%	59	38%	5	13%	0	0%	141	45%
7 Ionization detectors	0	0%	1	50%	1	14%	4	11%	4	6%	5	3%	0	0%	0	0%	15	5%
16b. Where are these systems installed (Everywhere)?	n=	2	n=	2	n=	7	n=	35	n=	69	n=	141	n=	27	n=	0	n=	283
1 Fire extinguishers	2	100%	2	100%	7	100%	34	97%	66	96%	123	87%	24	89%	0	0%	258	91%
2 Wet pipe sprinklers	0	0%	0	0%	1	14%	4	11%	8	12%	14	10%	0	0%	0	0%	27	10%
3 Dry pipe sprinklers	0	0%	0	0%	0	0%	0	0%	1	1%	4	3%	0	0%	0	0%	5	2%
4 Halon	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
5 Smoke detectors	0	0%	1	50%	4	57%	22	63%	50	72%	94	67%	14	52%	0	0%	185	65%
6 Heat detectors	1	50%	0	0%	3	43%	20	57%	36	52%	49	35%	4	15%	0	0%	113	40%
7 Ionization detectors	0	0%	1	50%	1	14%	2	6%	4	6%	3	2%	0	0%	0	0%	11	4%

	1,000,000		500,000-999,999		250,000-499,000		100,000-249,999		50,000-99,999		(ALT)k ~	10,000-49,999		UNDER 10,000		NO BOOKS		ALL	
	No.	%	No.	%	No.	%	No.	%	No.	%		No.	%	No.	%	No.	%	No.	%
16b. Where are these systems installed (Storage areas)?	n=	1	n=	0	n=	3	n=	6	n=	11		n=	21	n=	4	n=	7	n=	53
1 Fire extinguishers	1	100%	0	0%	2	67%	4	67%	3	27%		15	71%	2	50%	5	71%	32	60%
2 Wet pipe sprinklers	0	0%	0	0%	1	33%	1	17%	0	0%		1	5%	0	0%	3	43%	6	11%
3 Dry pipe sprinklers	0	0%	0	0%	0	0%	0	0%	0	0%		0	0%	0	0%	2	29%	2	4%
4 Halon	0	0%	0	0%	0	0%	0	0%	1	9%		0	0%	0	0%	0	0%	1	2%
5 Smoke detectors	0	0%	0	0%	0	0%	2	33%	8	73%		7	33%	2	50%	2	29%	21	40%
6 Heat detectors	0	0%	0	0%	0	0%	2	33%	6	55%		6	29%	0	0%	1	14%	15	28%
7 Ionization detectors	0	0%	0	0%	0	0%	0	0%	0	0%		1	5%	0	0%	0	0%	1	2%
16b. Where are these systems installed (Vault)?	n=	0	n=	0	n=	1	n=	1	n=	1		n=	1	n=	1	n=	0	n=	5
1 Fire extinguishers	0	0%	0	0%	1	100%	0	0%	1	100%		0	0%	0	0%	0	0%	2	40%
2 Wet pipe sprinklers	0	0%	0	0%	0	0%	1	100%	0	0%		0	0%	0	0%	0	0%	1	20%
3 Dry pipe sprinklers	0	0%	0	0%	0	0%	0	0%	0	0%		0	0%	0	0%	0	0%	0	0%
4 Halon	0	0%	0	0%	0	0%	0	0%	0	0%		1	100%	0	0%	0	0%	1	20%
5 Smoke detectors	0	0%	0	0%	0	0%	0	0%	1	100%		0	0%	1	100%	0	0%	2	40%
6 Heat detectors	0	0%	0	0%	0	0%	0	0%	0	0%		0	0%	0	0%	0	0%	0	0%
7 Ionization detectors	0	0%	0	0%	0	0%	0	0%	0	0%		0	0%	0	0%	0	0%	0	0%
16b. Where are these systems installed (Spec. collect.)?	n=	0	n=	0	n=	2	n=	7	n=	8		n=	4	n=	0	n=	0	n=	21
1 Fire extinguishers	0	0%	0	0%	1	50%	4	57%	5	63%		4	100%	0	0%	0	0%	14	67%
2 Wet pipe sprinklers	0	0%	0	0%	1	50%	2	29%	1	13%		0	0%	0	0%	0	0%	4	19%
3 Dry pipe sprinklers	0	0%	0	0%	0	0%	0	0%	0	0%		0	0%	0	0%	0	0%	0	0%
4 Halon	0	0%	0	0%	0	0%	2	29%	2	25%		0	0%	0	0%	0	0%	4	19%
5 Smoke detectors	0	0%	0	0%	0	0%	0	0%	5	63%		1	25%	0	0%	0	0%	6	29%
6 Heat detectors	0	0%	0	0%	0	0%	1	14%	4	50%		1	25%	0	0%	0	0%	6	29%
7 Ionization detectors	0	0%	0	0%	0	0%	0	0%	0	0%		0	0%	0	0%	0	0%	0	0%
16c. Inspected regularly?	n=	4	n=	2	n=	7	n=	36	n=	70		n=	152	n=	39	n=	0	n=	310
1 No	1	25%	1	50%	0	0%	2	6%	3	4%		14	9%	8	21%	0	0%	29	9%
2 Annually	1	25%	1	50%	2	29%	24	67%	44	63%		92	61%	21	54%	0	0%	185	60%
3 Twice a Year	1	25%	0	0%	3	43%	4	11%	20	29%		20	13%	2	5%	0	0%	50	16%
4 More than twice a year	1	25%	0	0%	2	29%	4	11%	3	4%		7	5%	2	5%	0	0%	19	6%
5 Don't know	0	0%	0	0%	0	0%	2	6%	0	0%		19	13%	6	15%	0	0%	27	9%
16d. How are they inspected?	n=	3	n=	1	n=	8	n=	32	n=	68		n=	130	n=	29	n=	0	n=	269
1 With a match	0	0%	0	0%	0	0%	1	3%	0	0%		0	0%	2	7%	0	0%	3	1%
2 Professionally-trained personnel	3	100%	1	100%	3	50%	24	75%	57	84%		93	72%	9	31%	0	0%	190	71%
3 Fire marshall	0	0%	0	0%	3	50%	6	19%	18	26%		35	27%	14	48%	0	0%	78	28%
4 Don't know	0	0%	0	0%	1	17%	3	9%	0	0%		15	12%	6	21%	0	0%	25	9%
17. Connected to fire department?	n=	5	n=	1	n=	7	n=	35	n=	69		n=	148	n=	36	n=	0	n=	301
1 No	2	40%	1	100%	2	29%	4	11%	9	13%		88	46%	25	69%	0	0%	111	37%
2 Yes	3	60%	0	0%	5	71%	31	89%	60	87%		80	54%	11	31%	0	0%	190	63%
18. Are water alarms present?	n=	5	n=	1	n=	8	n=	36	n=	73		n=	171	n=	47	n=	0	n=	341
1 No	5	100%	1	100%	7	88%	32	89%	72	99%		170	99%	46	98%	0	0%	333	98%
2 Throughout the facility	0	0%	0	0%	0	0%	2	6%	1	1%		1	1%	1	2%	0	0%	5	1%
3 Selected areas only	0	0%	0	0%	1	13%	2	6%	0	0%		0	0%	0	0%	0	0%	3	1%
19. Has a building survey been done?	n=	4	n=	2	n=	8	n=	36	n=	75		n=	171	n=	48	n=	0	n=	344
1 No	3	75%	1	50%	3	38%	24	67%	47	63%		121	71%	39	81%	0	0%	238	69%
2 Yes	1	25%	1	50%	5	63%	12	33%	28	37%		50	29%	9	19%	0	0%	106	31%
19a. Who performed the building survey?	n=	1	n=	1	n=	5	n=	12	n=	23		n=	29	n=	4	n=	0	n=	75
1 NEDCC	0	0%	1	100%	2	40%	10	83%	14	61%		4	14%	0	0%	0	0%	31	41%
2 Independent Consultant	0	0%	0	0%	3	60%	2	17%	6	26%		15	52%	3	75%	0	0%	29	39%
3 Society of American Archivists	0	0%	0	0%	0	0%	0	0%	0	0%		0	0%	0	0%	0	0%	0	0%
4 Staff	1	100%	0	0%	0	0%	0	0%	2	9%		9	31%	1	25%	0	0%	13	17%

	1,000,000		500,000-999,999		250,000-499,000		100,000-249,999		50,000-99,999		10,000-49,999		UNDER 10,000		NO BOOKS		ALL	
	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%
20. Is there a preservation plan?	n= 5		n= 2		n= 6		n= 38		n= 73		n= 172		n= 48		n= 0		n= 344	
1 No	4	80%	2	100%	5	83%	36	95%	68	93%	171	99%	48	100%	0	0%	334	97%
2 Yes	1	20%	0	0%	1	17%	2	5%	5	7%	1	1%	0	0%	0	0%	10	3%
21. Has a collection survey been done?	n= 5		n= 2		n= 8		n= 37		n= 74		n= 172		n= 44		n= 0		n= 342	
1 No	5	100%	1	50%	6	75%	25	68%	56	76%	143	83%	35	80%	0	0%	271	79%
2 Yes	0	0%	1	50%	2	25%	12	32%	18	24%	29	17%	9	20%	0	0%	71	21%
21a. Who performed the collection survey?	n= 1		n= 1		n= 2		n= 9		n= 20		n= 29		n= 8		n= 0		n= 70	
1 NEDCC	0	0%	1	100%	1	50%	6	67%	10	50%	7	24%	0	0%	0	0%	25	36%
2 Independent consultant	0	0%	0	0%	0	0%	2	22%	1	5%	2	7%	1	13%	0	0%	6	9%
3 Staff	1	100%	0	0%	1	50%	1	11%	9	45%	20	69%	7	88%	0	0%	39	56%
23. Person with preservation skills identified?	n= 4		n= 2		n= 7		n= 35		n= 74		n= 174		n= 45		n= 0		n= 341	
1 No	2	50%	0	0%	3	43%	18	51%	44	59%	130	75%	39	87%	0	0%	236	69%
2 Yes	2	50%	2	100%	4	57%	17	49%	30	41%	44	25%	6	13%	0	0%	105	31%
24. Person with preservation skills on staff?	n= 4		n= 2		n= 7		n= 36		n= 69		n= 164		n= 45		n= 0		n= 327	
1 No	3	75%	1	50%	2	29%	27	75%	54	78%	149	91%	44	98%	0	0%	280	86%
2 Yes	1	25%	1	50%	5	71%	9	25%	15	22%	15	9%	1	2%	0	0%	47	14%
24b. Has this person run workshops for the staff?	n= 2		n= 0		n= 5		n= 6		n= 17		n= 20		n= 1		n= 0		n= 51	
1 No	1	50%	0	0%	3	60%	3	50%	13	76%	17	85%	0	0%	0	0%	37	73%
2 Yes	1	50%	0	0%	2	40%	3	50%	4	24%	3	15%	1	100%	0	0%	14	27%
25. Attended preservation education programs?	n= 5		n= 1		n= 8		n= 35		n= 75		n= 176		n= 49		n= 0		n= 349	
1 No	3	60%	0	0%	1	13%	11	31%	34	45%	119	68%	41	84%	0	0%	209	60%
2 Regional programs	1	20%	1	100%	5	63%	19	54%	22	29%	44	25%	6	12%	0	0%	98	28%
3 State programs	2	40%	1	100%	3	38%	13	37%	15	20%	12	7%	3	6%	0	0%	49	14%
4 National programs	1	20%	0	0%	3	38%	4	11%	1	1%	2	1%	0	0%	0	0%	11	3%
5 Professional organizations	1	20%	0	0%	3	38%	7	20%	17	23%	15	9%	0	0%	0	0%	43	12%
6 University courses	1	20%	0	0%	3	38%	2	6%	10	13%	15	9%	1	2%	0	0%	32	9%
7 Professional conferences	1	20%	0	0%	2	25%	8	23%	11	15%	8	5%	1	2%	0	0%	31	9%
25a. Preservation topics taught?	n= 2		n= 1		n= 6		n= 23		n= 35		n= 56		n= 7		n= 0		n= 130	
1 Environmental controls	1	50%	1	100%	2	33%	13	57%	22	63%	28	50%	2	29%	0	0%	69	53%
2 Basic repairs	2	100%	1	100%	5	83%	19	83%	24	69%	42	75%	6	86%	0	0%	99	76%
3 Storage	2	100%	1	100%	3	50%	19	83%	23	66%	36	64%	2	29%	0	0%	86	66%
4 Proper shelving	2	100%	1	100%	4	67%	16	70%	23	66%	35	63%	5	71%	0	0%	86	66%
5 Care and handling	2	100%	1	100%	5	83%	17	74%	26	74%	47	84%	4	57%	0	0%	102	78%
6 Security	1	50%	0	0%	2	33%	10	43%	14	40%	10	18%	2	29%	0	0%	39	30%
7 Disaster preparedness	1	50%	1	100%	1	17%	12	52%	18	51%	18	32%	1	14%	0	0%	52	40%
8 Protective enclosures	1	50%	0	0%	1	17%	9	39%	12	34%	21	38%	1	14%	0	0%	45	35%
9 Library binding	2	100%	0	0%	3	50%	7	30%	11	31%	16	29%	2	29%	0	0%	41	32%
10 Care of photographs	2	100%	1	100%	2	33%	7	30%	9	26%	17	30%	1	14%	0	0%	39	30%
11 Nature of photographs	1	50%	1	100%	0	0%	4	17%	7	20%	11	20%	1	14%	0	0%	25	19%
12 Conservation of photographs	1	50%	1	100%	1	17%	3	13%	8	23%	12	21%	0	0%	0	0%	26	20%
13 Preservation microfilming	1	50%	1	100%	2	33%	3	13%	9	26%	9	16%	0	0%	0	0%	25	19%
14 Preservation management	2	100%	0	0%	0	0%	5	22%	11	31%	9	16%	0	0%	0	0%	27	21%
15 Conservation treatment	1	50%	0	0%	1	17%	3	13%	9	26%	14	25%	0	0%	0	0%	28	22%
16 Advanced hands-on	1	50%	0	0%	0	0%	2	9%	2	6%	3	5%	0	0%	0	0%	8	6%
17 Deacidification	2	100%	0	0%	2	33%	5	22%	12	34%	16	29%	0	0%	0	0%	37	28%
18 Pest control	1	50%	0	0%	0	0%	2	9%	11	31%	17	30%	0	0%	0	0%	31	24%
26. Familiar with NEDCC?	n= 5		n= 2		n= 8		n= 37		n= 76		n= 182		n= 50		n= 0		n= 360	
1 No	3	60%	0	0%	2	25%	3	8%	13	17%	72	40%	38	76%	0	0%	131	36%
2 Yes	2	40%	2	100%	6	75%	34	92%	63	83%	110	60%	12	24%	0	0%	229	64%
26a. Contracted work with NEDCC?	n= 3		n= 1		n= 6		n= 35		n= 63		n= 111		n= 13		n= 0		n= 232	
1 No	2	67%	0	0%	1	17%	16	46%	35	56%	85	77%	11	85%	0	0%	150	65%
2 Yes	1	33%	1	100%	5	83%	19	54%	28	44%	26	23%	2	15%	0	0%	82	35%

	1,000,000		500,000-999,999		250,000-499,000		100,000-249,999		50,000-99,999		10,000-49,999		UNDER 10,000		NO BOOKS		ALL	
	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%
26b. Services used?	n= 1		n= 1		n= 5		n= 20		n= 29		n= 23		n= 2		n= 0		n= 61	
1 Preservation microfilming	1	100%	0	0%	3	60%	6	30%	12	41%	6	26%	1	50%	0	0%	29	36%
2 Book conservation	1	100%	1	100%	2	40%	10	50%	12	41%	5	22%	0	0%	0	0%	31	38%
3 Surveys	1	100%	0	0%	2	40%	14	70%	15	52%	6	26%	0	0%	0	0%	36	47%
4 Paper conservation	1	100%	1	100%	1	20%	9	45%	16	55%	14	61%	0	0%	0	0%	42	52%
5 Photograph conservation	1	100%	1	100%	1	20%	7	35%	3	10%	4	17%	0	0%	0	0%	17	21%
6 Photographic copying	1	100%	0	0%	0	0%	3	15%	0	0%	0	0%	0	0%	0	0%	4	5%
7 Workshops	1	100%	0	0%	2	40%	6	30%	3	10%	4	17%	0	0%	0	0%	16	20%
6 Disaster assistance	0	0%	0	0%	0	0%	4	20%	2	7%	3	13%	1	50%	0	0%	10	12%
27. Photocopy machines available to patrons?	n= 5		n= 2		n= 6		n= 36		n= 76		n= 161		n= 51		n= 0		n= 361	
1 No	2	40%	0	0%	0	0%	0	0%	2	3%	23	13%	24	47%	0	0%	51	14%
2 Yes	3	60%	2	100%	6	100%	38	100%	74	97%	158	67%	27	53%	0	0%	310	86%
27a. Policy regarding use of photocopy machines?	n= 3		n= 2		n= 8		n= 36		n= 75		n= 160		n= 27		n= 0		n= 313	
1 No restrictions	1	33%	1	50%	3	36%	26	68%	51	68%	94	59%	14	52%	0	0%	190	61%
2 Certain items not photocopied	1	33%	1	50%	3	36%	6	21%	16	21%	21	13%	6	22%	0	0%	56	18%
3 Certain items by patrons	0	0%	0	0%	1	13%	5	13%	4	5%	14	9%	3	11%	0	0%	27	9%
4 Certain items by staff only	0	0%	0	0%	3	38%	10	26%	12	16%	27	17%	5	19%	0	0%	57	18%
5 All items by staff	1	33%	0	0%	1	13%	1	3%	2	3%	31	19%	6	22%	0	0%	42	13%
28. Is the staff trained to shelve properly?	n= 5		n= 2		n= 6		n= 36		n= 74		n= 176		n= 49		n= 0		n= 352	
1 No	1	20%	2	100%	4	50%	20	53%	42	57%	69	39%	15	31%	0	0%	153	43%
2 Yes	4	80%	0	0%	4	50%	16	47%	32	43%	107	61%	34	69%	0	0%	199	57%
28a. How is staff trained to shelve materials?	n= 3		n= 0		n= 4		n= 16		n= 29		n= 100		n= 32		n= 0		n= 184	
1 Tilt volume by headcap	0	0%	0	0%	0	0%	2	13%	2	7%	15	15%	6	25%	0	0%	27	15%
2 Push volumes on either side	3	100%	0	0%	3	75%	9	56%	16	62%	68	68%	17	53%	0	0%	116	64%
3 Tilt with pressure on textblock	0	0%	0	0%	0	0%	2	13%	2	7%	15	15%	4	13%	0	0%	23	13%
4 Bookends reajusted	2	67%	0	0%	4	100%	11	69%	24	83%	75	75%	21	66%	0	0%	137	74%
29. Shelving of oversized volumes?	n= 5		n= 2		n= 7		n= 37		n= 75		n= 172		n= 48		n= 0		n= 346	
1 Spine up	0	0%	1	50%	3	43%	16	43%	25	33%	73	42%	16	38%	0	0%	136	39%
2 Spine down	0	0%	0	0%	2	29%	6	22%	10	13%	34	20%	10	21%	0	0%	64	18%
3 Upright, separate shelves	3	60%	1	50%	6	66%	23	62%	46	61%	101	59%	28	58%	0	0%	208	60%
4 Flat on separate shelves	3	60%	2	100%	4	57%	15	41%	23	31%	88	51%	19	40%	0	0%	154	45%
30. Paper mended how?	n= 5		n= 2		n= 6		n= 33		n= 72		n= 169		n= 48		n= 0		n= 337	
1 None done	2	40%	1	50%	2	25%	3	9%	5	7%	17	10%	12	25%	0	0%	42	12%
2 "Archival" tape	0	0%	0	0%	6	75%	20	61%	37	51%	55	33%	12	25%	0	0%	130	39%
3 Scotch tape	2	40%	0	0%	3	38%	16	48%	32	44%	97	57%	27	56%	0	0%	177	53%
4 Elmer's glue	1	20%	0	0%	2	25%	10	30%	30	42%	74	44%	16	33%	0	0%	133	39%
5 Library paste	1	20%	1	50%	3	38%	12	36%	29	40%	57	34%	15	31%	0	0%	116	35%
8 Japanese tissue and starch paste	0	0%	0	0%	2	25%	8	18%	2	3%	4	2%	0	0%	0	0%	14	4%
7 Heat set tissue	0	0%	0	0%	0	0%	3	9%	1	1%	0	0%	0	0%	0	0%	4	1%
31. Books mended how?	n= 5		n= 2		n= 7		n= 34		n= 74		n= 168		n= 49		n= 0		n= 339	
1 Not applicable	2	40%	0	0%	0	0%	1	3%	3	4%	11	7%	9	18%	0	0%	26	8%
2 None done	0	0%	1	50%	1	14%	2	6%	3	4%	30	18%	9	18%	0	0%	46	14%
3 Cloth tape	2	40%	1	50%	5	71%	21	62%	50	68%	95	57%	16	37%	0	0%	192	57%
4 "Archival" tape	0	0%	0	0%	4	57%	9	26%	21	28%	25	15%	7	14%	0	0%	66	19%
5 Scotch tape	0	0%	0	0%	3	43%	8	24%	13	18%	48	29%	17	35%	0	0%	89	26%
6 Bookcloth and PVA	1	20%	0	0%	4	57%	5	15%	13	18%	20	12%	7	14%	0	0%	50	15%
7 In-house recasing	0	0%	0	0%	3	43%	4	12%	9	12%	5	3%	0	0%	0	0%	21	6%
32. Oversized prints, etc. housed how?	n= 2		n= 2		n= 7		n= 28		n= 53		n= 98		n= 13		n= 0		n= 203	
1 Around or in a tube	2	100%	0	0%	4	57%	7	25%	19	36%	62	63%	7	54%	0	0%	101	50%
2 Rolled in acidic kraft	0	0%	0	0%	1	14%	0	0%	1	2%	3	3%	0	0%	0	0%	5	2%
3 Rolled in alkaline kraft	1	50%	0	0%	1	14%	2	7%	0	0%	2	2%	0	0%	0	0%	6	3%
4 Flat in metal map cases	1	50%	1	50%	6	86%	26	93%	36	68%	31	32%	6	46%	0	0%	107	53%
5 Large "archival" boxes	1	50%	1	50%	2	29%	7	25%	12	23%	14	14%	0	0%	0	0%	37	18%

	1,000,000		500,000-999,999		250,000-499,000		100,000-249,999		50,000-99,999		{ALT}k ~	10,000-49,999		UNDER 10,000		NO BOOKS		ALL	
	No.	%	No.	%	No.	%	No.	%	No.	%		No.	%	No.	%	No.	%	No.	%
32a. Oversized prints, etc. housed where?	n=	2	n=	2	n=	7	n=	26	n=	50		n=	76	n=	19	n=	0	n=	182
1 General stacks	1	50%	0	0%	2	29%	5	19%	13	26%		26	34%	12	63%	0	0%	59	32%
2 Special collections	2	100%	1	50%	5	71%	21	81%	33	66%		37	49%	7	37%	0	0%	106	58%
3 Closed stacks	1	50%	1	50%	3	43%	7	27%	13	26%		22	29%	2	11%	0	0%	49	27%
33. Are microforms housed in the facility?	n=	4	n=	2	n=	8	n=	38	n=	76		n=	182	n=	49	n=	0	n=	359
1 No	2	50%	1	50%	1	13%	0	0%	9	12%		106	58%	45	92%	0	0%	164	46%
2 Yes	2	50%	1	50%	7	88%	38	100%	67	88%		76	42%	4	8%	0	0%	195	54%
33a. Types of microforms ?	n=	2	n=	1	n=	7	n=	38	n=	67		n=	76	n=	4	n=	0	n=	195
1 Microfilms	2	100%	1	100%	7	100%	38	100%	62	93%		58	76%	2	50%	0	0%	170	87%
2 Preservation microfilm	1	50%	0	0%	4	57%	8	21%	14	21%		7	9%	0	0%	0	0%	34	17%
3 Microfiche	1	50%	1	100%	7	100%	30	79%	50	75%		40	53%	3	75%	0	0%	132	68%
4 Microcards	1	50%	1	100%	0	0%	2	5%	0	0%		0	0%	0	0%	0	0%	4	2%
33b. Where are the master negatives stored?	n=	1	n=	1	n=	6	n=	33	n=	58		n=	64	n=	3	n=	0	n=	166
1 Off-site storage in a vault	0	0%	0	0%	3	50%	15	45%	22	38%		15	23%	0	0%	0	0%	55	33%
2 General stacks	0	0%	0	0%	1	17%	2	6%	1	2%		1	2%	1	33%	0	0%	6	4%
3 Microform reading room	0	0%	0	0%	1	17%	1	3%	5	9%		1	2%	0	0%	0	0%	8	5%
4 Special collections	1	100%	0	0%	0	0%	5	15%	2	3%		3	5%	0	0%	0	0%	11	7%
5 Closed stacks	0	0%	0	0%	2	33%	1	3%	2	3%		1	2%	0	0%	0	0%	6	4%
6 Don't have any	0	0%	1	100%	0	0%	12	36%	27	47%		39	61%	0	0%	0	0%	79	48%
7 Don't know	0	0%	0	0%	0	0%	1	3%	3	5%		9	14%	2	67%	0	0%	15	9%
33c. Where are the use copies stored?	n=	1	n=	1	n=	7	n=	27	n=	43		n=	53	n=	2	n=	0	n=	134
1 General stacks	0	0%	0	0%	1	14%	8	30%	13	30%		11	21%	1	50%	0	0%	34	25%
2 Microform reading room	1	100%	1	100%	6	86%	11	41%	24	56%		15	28%	0	0%	0	0%	58	43%
3 Special collections	1	100%	1	100%	3	43%	9	33%	8	19%		15	28%	1	50%	0	0%	38	28%
4 Closed stacks	0	0%	0	0%	2	29%	11	41%	4	9%		15	28%	0	0%	0	0%	32	24%
33d. How are microfilms housed?	n=	2	n=	1	n=	7	n=	35	n=	63		n=	58	n=	1	n=	0	n=	167
1 Plastic reels	1	50%	1	100%	7	100%	32	91%	60	95%		49	84%	1	100%	0	0%	151	90%
2 Metal reels	2	100%	0	0%	1	14%	14	40%	14	22%		5	9%	0	0%	0	0%	36	22%
3 Rubber bands	1	50%	0	0%	2	29%	14	40%	28	44%		9	16%	1	100%	0	0%	55	33%
4 Alkaline ties	1	50%	0	0%	2	29%	3	9%	7	11%		3	5%	0	0%	0	0%	18	10%
5 Acidic boxes	2	100%	1	100%	3	43%	14	40%	27	43%		20	34%	0	0%	0	0%	67	40%
6 Alkaline boxes	1	50%	1	100%	2	29%	7	20%	16	25%		18	31%	0	0%	0	0%	45	27%
34. Binder a member of the Library Binding Institute?	n=	4	n=	2	n=	8	n=	38	n=	75		n=	170	n=	42	n=	0	n=	339
1 No	2	50%	0	0%	2	25%	2	5%	3	4%		8	5%	6	14%	0	0%	23	7%
2 No binding done	2	50%	0	0%	1	13%	7	18%	13	17%		65	38%	24	57%	0	0%	112	33%
3 Yes	0	0%	1	50%	4	50%	18	47%	21	28%		25	15%	1	2%	0	0%	70	21%
4 Don't know	0	0%	1	50%	1	13%	11	29%	38	51%		72	42%	11	26%	0	0%	134	40%
35. Adheres to LBI stds?	n=	1	n=	2	n=	7	n=	31	n=	70		n=	95	n=	11	n=	0	n=	217
1 No	0	0%	0	0%	2	29%	1	3%	1	1%		1	1%	3	27%	0	0%	8	4%
2 Yes	1	100%	1	50%	3	43%	9	29%	15	21%		18	19%	2	18%	0	0%	49	23%
3 Don't know	0	0%	1	50%	2	29%	21	68%	44	63%		76	80%	6	55%	0	0%	150	69%
36. Binding decision-makers?	n=	1	n=	2	n=	7	n=	31	n=	57		n=	93	n=	12	n=	0	n=	203
1 Librarian	1	100%	1	50%	4	57%	11	35%	29	51%		53	57%	12	100%	0	0%	111	55%
2 Binding prep. staff	0	0%	0	0%	4	57%	7	23%	7	12%		10	11%	1	8%	0	0%	29	14%
3 Bindery and library staff	0	0%	1	50%	3	43%	11	35%	13	23%		17	18%	3	25%	0	0%	48	24%
4 Bindery staff	0	0%	0	0%	1	14%	7	23%	14	25%		35	38%	0	0%	0	0%	57	28%
39. Facility houses special collections?	n=	4	n=	2	n=	8	n=	37	n=	75		n=	177	n=	50	n=	0	n=	353
1 No	2	50%	0	0%	1	13%	3	8%	7	9%		81	34%	30	60%	0	0%	104	29%
2 Yes	2	50%	2	100%	7	88%	34	92%	68	91%		118	66%	20	40%	0	0%	249	71%

	1,000,000		500,000-999,999		250,000-499,000		100,000-249,999		50,000-99,999		(ALT)k ~	10,000-49,999		UNDER 10,000		NO BOOKS		ALL	
	No.	%	No.	%	No.	%	No.	%	No.	%		No.	%	No.	%	No.	%	No.	%
39a. Materials in special collections?	n=	2	n=	2	n=	7	n=	33	n=	68		n=	118	n=	20	n=	0	n=	250
1 Rare books	1	50%	2	100%	6	86%	19	58%	27	40%		48	41%	8	40%	0	0%	111	44%
2 Manuscripts	1	50%	1	50%	4	57%	15	45%	24	35%		33	28%	3	15%	0	0%	81	32%
3 Local records	1	50%	0	0%	5	71%	21	64%	39	57%		63	53%	7	35%	0	0%	136	54%
4 Local history	2	100%	2	100%	7	100%	32	97%	68	100%		114	97%	18	90%	0	0%	243	97%
5 Maps	1	50%	2	100%	6	86%	28	85%	47	69%		61	52%	10	50%	0	0%	155	62%
6 Photographs	1	50%	2	100%	7	100%	25	76%	43	63%		68	58%	9	45%	0	0%	155	62%
7 Art works	1	50%	0	0%	3	43%	13	39%	17	25%		26	22%	3	15%	0	0%	63	25%
8 Microforms	1	50%	1	50%	7	100%	18	55%	33	49%		30	25%	0	0%	0	0%	90	36%
9 Audio-visual materials	1	50%	1	50%	5	71%	13	39%	16	24%		24	20%	5	25%	0	0%	65	26%
39b. Where are these collections housed?	n=	2	n=	2	n=	7	n=	32	n=	60		n=	84	n=	10	n=	0	n=	197
1 Special collections	2	100%	1	50%	4	57%	29	91%	41	68%		60	71%	3	30%	0	0%	140	71%
2 Vault	0	0%	0	0%	1	14%	10	31%	14	23%		4	5%	1	10%	0	0%	30	15%
3 Closed stacks	1	50%	1	50%	4	57%	10	31%	23	38%		39	46%	6	60%	0	0%	84	43%
39c. Where are these rooms located?	n=	3	n=	2	n=	7	n=	33	n=	66		n=	120	n=	19	n=	0	n=	250
1 Basement	2	67%	1	50%	3	43%	13	39%	20	30%		27	23%	0	0%	0	0%	66	26%
2 Attic	1	33%	0	0%	1	14%	2	6%	3	5%		10	8%	0	0%	0	0%	17	7%
3 Upper floor	1	33%	1	50%	7	100%	15	45%	22	33%		27	23%	3	16%	0	0%	76	30%
4 Main floor	1	33%	1	50%	4	57%	17	52%	34	52%		78	65%	15	79%	0	0%	150	60%
5 Main building	2	67%	1	50%	5	71%	9	27%	13	20%		78	65%	4	21%	0	0%	112	45%
6 Separate facility	1	33%	0	0%	0	0%	0	0%	0	0%		34	28%	0	0%	0	0%	35	14%
40. Staff access to special collections materials?	n=	2	n=	2	n=	6	n=	22	n=	58		n=	97	n=	14	n=	0	n=	201
1 Open without a key	1	50%	2	100%	3	50%	12	55%	46	79%		71	73%	10	71%	0	0%	145	72%
2 Staff Key	0	0%	0	0%	2	33%	7	32%	7	12%		15	15%	1	7%	0	0%	32	16%
3 Senior staff only	1	50%	0	0%	1	17%	7	32%	8	14%		14	14%	3	21%	0	0%	34	17%
41. Patron access to spec. collections materials?	n=	2	n=	2	n=	7	n=	25	n=	56		n=	107	n=	17	n=	0	n=	216
1 Open browsing	0	0%	0	0%	1	14%	5	20%	13	23%		36	34%	4	24%	0	0%	59	27%
2 Materials retrieved and use supervised by staff	2	100%	2	100%	5	71%	19	76%	37	66%		64	60%	11	65%	0	0%	140	65%
3 All materials at same time	0	0%	1	50%	3	43%	6	24%	10	18%		32	30%	4	24%	0	0%	56	26%
4 Materials one at a time	1	50%	0	0%	1	14%	7	28%	9	16%		13	12%	2	12%	0	0%	33	15%
42. Personal materials allowed in RR?	n=	2	n=	1	n=	7	n=	31	n=	64		n=	108	n=	19	n=	0	n=	232
1 No restrictions	1	50%	1	100%	6	86%	23	74%	53	83%		93	86%	18	95%	0	0%	195	84%
2 Paper and pencil only	1	50%	0	0%	0	0%	4	13%	6	9%		5	5%	0	0%	0	0%	16	7%
3 Paper, pens, coats, etc.	0	0%	0	0%	1	14%	5	16%	7	11%		10	9%	1	5%	0	0%	24	10%
4 No materials	0	0%	0	0%	0	0%	0	0%	0	0%		0	0%	0	0%	0	0%	0	0%
43. Where are mss./archival materials housed?	n=	2	n=	1	n=	6	n=	28	n=	52		n=	84	n=	10	n=	0	n=	183
1 In file cabinets	1	50%	0	0%	3	50%	20	71%	31	60%		59	70%	7	70%	0	0%	121	66%
2 Corrugated boxes	1	50%	1	100%	2	33%	7	25%	4	8%		15	18%	2	20%	0	0%	32	17%
3 Alkaline boxes	2	100%	0	0%	6	100%	14	50%	24	46%		24	29%	1	10%	0	0%	71	39%
4 Manila folders	1	50%	0	0%	5	83%	10	36%	19	37%		32	38%	4	40%	0	0%	71	39%
5 Alkaline folders	1	50%	0	0%	3	50%	15	54%	22	42%		19	23%	3	30%	0	0%	63	34%
6 Scrapbooks	1	50%	0	0%	2	33%	10	36%	21	40%		41	49%	4	40%	0	0%	79	43%

	1,000,000		500,000-999,999		250,000-499,000		100,000-249,999		50,000-99,999		{ALT}k ~ 10,000-49,999		UNDER 10,000		NO BOOKS		ALL	
	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%
44. Routine processing tasks performed?	n=	2	n=	1	n=	6	n=	27	n=	56	n=	95	n=	14	n=	0	n=	201
1 Nothing	1	50%	0	0%	2	33%	10	37%	24	43%	65	68%	11	79%	0	0%	113	56%
2 Remove staples	1	50%	1	100%	4	67%	14	52%	23	41%	23	24%	1	7%	0	0%	67	33%
3 Unfold	1	50%	1	100%	3	50%	13	48%	20	36%	18	19%	0	0%	0	0%	56	28%
4 Placed in alkaline folders	1	50%	0	0%	4	67%	13	48%	24	43%	19	20%	1	7%	0	0%	62	31%
5 Remove photos	1	50%	0	0%	1	17%	10	37%	9	16%	15	16%	2	14%	0	0%	38	19%
6 Remove newsprint, etc.	1	50%	0	0%	3	50%	10	37%	16	29%	17	18%	2	14%	0	0%	49	24%
7 Humidify and flatten	1	50%	0	0%	0	0%	0	0%	4	7%	2	2%	0	0%	0	0%	7	3%
45. Disaster plan prepared?	n=	5	n=	2	n=	7	n=	37	n=	76	n=	177	n=	52	n=	0	n=	356
1 No	4	80%	1	50%	5	71%	34	92%	65	86%	171	97%	49	94%	0	0%	329	92%
2 Yes	1	20%	0	0%	1	14%	1	3%	6	8%	3	2%	1	2%	0	0%	13	4%
3 In preparation	0	0%	1	50%	1	14%	2	5%	5	7%	3	2%	2	4%	0	0%	14	4%
45a. Disaster plan components?	n=	1	n=	1	n=	2	n=	6	n=	10	n=	10	n=	2	n=	2	n=	34
1 Response outline	1	100%	1	100%	2	100%	6	100%	9	90%	6	60%	1	50%	1	50%	27	79%
2 Supplies stored off-site	1	100%	1	100%	1	50%	3	50%	4	40%	2	20%	0	0%	1	50%	13	38%
3 Emergency supplies list	1	100%	1	100%	2	100%	6	100%	5	50%	8	80%	1	50%	1	50%	25	74%
4 Description of emergency procedures	1	100%	1	100%	2	100%	5	83%	7	70%	9	90%	2	100%	1	50%	28	82%
5 Recovery priorities	1	100%	1	100%	1	50%	5	83%	8	80%	8	80%	1	50%	2	100%	27	79%
6 List of staff volunteers	1	100%	1	100%	1	50%	3	50%	5	50%	3	30%	1	50%	1	50%	16	47%
7 Community resources	1	100%	1	100%	2	100%	4	67%	7	70%	7	70%	1	50%	1	50%	24	71%
8 Conservation experts	1	100%	1	100%	1	50%	5	83%	7	70%	7	70%	0	0%	1	50%	23	68%
51. Preservation money allocated?	n=	4	n=	2	n=	7	n=	36	n=	71	n=	171	n=	49	n=	0	n=	340
1 No	3	75%	0	0%	4	57%	19	53%	41	58%	151	88%	48	98%	0	0%	266	78%
2 Yes	1	25%	2	100%	3	43%	17	47%	30	42%	20	12%	1	2%	0	0%	74	22%

APPENDIX D

ACADEMIC LIBRARIES BY SIZE OF BOOK COLLECTION

	1,000,000		500,000-999,999		250,000-499,000		100,000-249,999		50,000-99,999		10,000-49,999		UNDER 10,000		NO BOOKS		ALL	
	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%
3. Predominant material facility construction	n=	6	n=	11	n=	12	n=	33	n=	30	n=	19	n=	7	n=	0	n=	120
1 Stone	4	50%	7	64%	2	17%	3	9%	2	7%	2	11%	2	29%	0	0%	22	18%
2 Brick	3	38%	7	64%	8	67%	19	58%	19	63%	9	47%	2	29%	0	0%	67	56%
3 Wood	2	25%	1	9%	0	0%	1	3%	5	17%	4	21%	4	57%	0	0%	17	14%
4 Concrete	7	88%	6	73%	9	75%	27	82%	19	63%	16	84%	5	71%	0	0%	91	76%
5 Glass	5	63%	7	64%	7	58%	19	58%	13	43%	6	32%	2	29%	0	0%	59	49%
6 Steel	4	50%	5	45%	4	33%	14	42%	10	33%	3	16%	2	29%	0	0%	42	35%
7 Don't know	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
4. Condition of roof and exterior walls	n=	8	n=	11	n=	12	n=	33	n=	28	n=	16	n=	7	n=	0	n=	117
1 Good condition	7	88%	7	64%	6	50%	24	73%	20	71%	12	67%	3	43%	0	0%	79	68%
2 Exterior walls are insulated	4	50%	3	27%	3	25%	8	18%	7	25%	6	33%	2	29%	0	0%	31	26%
3 Exterior walls not insulated	1	13%	2	18%	5	42%	7	21%	10	36%	8	33%	1	14%	0	0%	32	27%
4 Condensation occurs on walls/windows	0	0%	2	18%	2	17%	1	3%	11	39%	2	11%	0	0%	0	0%	16	15%
5 Exterior walls leak	1	13%	2	18%	1	8%	3	9%	2	7%	1	6%	0	0%	0	0%	10	9%
6 Roof/attic is insulated	3	38%	2	18%	7	58%	8	24%	4	14%	5	28%	0	0%	0	0%	29	25%
7 Roof/attic is not insulated	1	13%	3	27%	2	17%	4	12%	5	18%	2	11%	2	29%	0	0%	19	16%
8 Water accumulates on roof	2	25%	4	36%	6	50%	9	27%	7	25%	2	11%	2	29%	0	0%	32	27%
9 Roof leaks	1	13%	5	45%	6	50%	9	27%	7	25%	9	50%	1	14%	0	0%	36	32%
10 Don't know	0	0%	0	0%	1	8%	4	12%	0	0%	0	0%	2	29%	0	0%	7	6%
5. Which of the rooms exist in your facility?	n=	9	n=	11	n=	12	n=	32	n=	27	n=	17	n=	7	n=	0	n=	115
1 None	0	0%	2	18%	1	8%	4	13%	5	19%	3	18%	2	29%	0	0%	17	15%
2 Attic	3	33%	2	18%	3	25%	4	13%	3	11%	2	12%	2	29%	0	0%	19	17%
3 Basement stacks	7	78%	7	64%	9	75%	14	44%	12	44%	6	35%	3	43%	0	0%	56	50%
4 Storage room(s)	6	89%	7	64%	9	75%	24	75%	17	63%	9	53%	2	29%	0	0%	76	66%
5 Non-stack basement	7	78%	3	27%	5	42%	11	34%	7	26%	4	24%	1	14%	0	0%	36	33%
5a. What is the condition of the attic?	n=	3	n=	2	n=	8	n=	4	n=	3	n=	2	n=	2	n=	0	n=	22
1 Clean	2	67%	2	100%	4	87%	3	75%	1	33%	1	50%	0	0%	0	0%	13	59%
2 Cluttered	0	0%	0	0%	2	33%	1	25%	2	67%	1	50%	1	50%	0	0%	7	32%
3 Dirty	1	33%	0	0%	2	33%	0	0%	1	33%	1	50%	2	100%	0	0%	7	32%
4 Dry	2	67%	1	50%	3	50%	2	50%	2	67%	1	50%	0	0%	0	0%	11	50%
5 Wet	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	1	50%	0	0%	1	5%
8 Rodents	0	0%	0	0%	1	17%	0	0%	0	0%	0	0%	0	0%	0	0%	1	5%
7 Insects	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
6 Mold	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
5a. What is the condition of the basement stacks?	n=	7	n=	7	n=	8	n=	14	n=	13	n=	6	n=	3	n=	0	n=	58
1 Clean	6	86%	7	100%	7	88%	12	86%	12	92%	6	100%	2	67%	0	0%	52	90%
2 Cluttered	3	43%	1	14%	1	13%	1	7%	1	8%	1	17%	0	0%	0	0%	8	14%
3 Dirty	2	29%	0	0%	0	0%	1	7%	0	0%	3	50%	1	33%	0	0%	7	12%
4 Dry	5	71%	2	29%	5	63%	10	71%	4	31%	3	50%	0	0%	0	0%	29	50%
5 Wet	0	0%	0	0%	1	13%	2	14%	1	8%	1	17%	0	0%	0	0%	5	9%
6 Rodents	1	14%	0	0%	0	0%	1	7%	0	0%	0	0%	0	0%	0	0%	2	3%
7 Insects	2	29%	1	14%	0	0%	0	0%	2	15%	0	0%	1	33%	0	0%	6	10%
8 Mold	2	29%	0	0%	1	13%	1	7%	2	15%	0	0%	0	0%	0	0%	6	10%
5a. What is the condition of the storage rooms?	n=	8	n=	7	n=	9	n=	24	n=	17	n=	9	n=	2	n=	0	n=	76
1 Clean	7	88%	3	43%	6	67%	10	42%	6	47%	2	22%	1	50%	0	0%	37	49%
2 Cluttered	3	38%	4	57%	2	22%	13	54%	6	47%	7	78%	1	50%	0	0%	38	50%
3 Dirty	2	25%	2	29%	0	0%	5	21%	1	6%	5	56%	0	0%	0	0%	15	20%
4 Dry	5	63%	3	43%	6	67%	13	54%	7	41%	3	33%	1	50%	0	0%	38	50%
5 Wet	2	25%	0	0%	1	11%	2	8%	1	6%	2	22%	0	0%	0	0%	8	11%
8 Rodents	1	13%	0	0%	0	0%	0	0%	0	0%	1	11%	0	0%	0	0%	2	3%
7 Insects	1	13%	0	0%	0	0%	0	0%	2	12%	2	22%	0	0%	0	0%	5	7%
8 Mold	2	25%	0	0%	0	0%	1	4%	4	24%	1	11%	0	0%	0	0%	8	11%
5a. What is the condition of the non-stack basement?	n=	7	n=	4	n=	5	n=	10	n=	6	n=	6	n=	1	n=	0	n=	39
1 Clean	5	71%	4	100%	2	40%	6	60%	2	33%	3	50%	0	0%	0	0%	22	56%
2 Cluttered	3	43%	1	25%	3	60%	4	40%	4	67%	4	67%	0	0%	0	0%	19	49%
3 Dirty	2	29%	0	0%	2	40%	2	20%	3	50%	2	33%	0	0%	0	0%	11	28%
4 Dry	5	71%	1	25%	3	60%	4	40%	2	33%	1	17%	0	0%	0	0%	16	41%
5 Wet	2	29%	0	0%	2	40%	1	10%	2	33%	0	0%	1	100%	0	0%	6	21%
6 Rodents	1	14%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	1	3%
7 Insects	1	14%	1	25%	0	0%	0	0%	1	17%	0	0%	0	0%	0	0%	3	6%
8 Mold	1	14%	0	0%	2	40%	0	0%	2	33%	1	17%	0	0%	0	0%	6	15%

	1,000,000		500,000-999,999		250,000-499,000		100,000-249,999		50,000-99,999		10,000-49,999		UNDER 10,000		NO BOOKS		ALL	
	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%
6. Type of security system?	n=	9	n=	10	n=	12	n=	32	n=	29	n=	19	n=	7	n=	0	n=	118
1 None	0	0%	1	10%	0	0%	1	3%	1	3%	1	5%	2	29%	0	0%	8	5%
2 Shared system	5	56%	3	30%	5	42%	18	56%	16	55%	9	47%	5	71%	0	0%	61	52%
3 Burglar alarms	4	44%	4	40%	3	25%	13	41%	9	31%	5	26%	0	0%	0	0%	38	32%
4 Motion detectors	6	67%	4	40%	2	17%	7	22%	4	14%	3	16%	0	0%	0	0%	26	22%
5 After-hours guard	2	22%	2	20%	6	50%	8	25%	14	48%	8	42%	1	14%	0	0%	41	35%
6 Computerized system	3	33%	1	10%	0	0%	2	6%	0	0%	1	5%	0	0%	0	0%	7	6%
7 Electronics at exit	5	56%	8	60%	9	75%	24	75%	24	83%	8	42%	1	14%	0	0%	77	65%
7. Arereas covered by HVAC?	n=	9	n=	11	n=	10	n=	32	n=	27	n=	15	n=	5	n=	0	n=	109
1 General books	7	78%	9	82%	9	90%	28	88%	26	96%	14	93%	3	60%	0	0%	96	88%
2 Special collections	7	78%	10	91%	10	100%	23	72%	15	56%	10	67%	3	60%	0	0%	78	72%
3 Administrative areas	8	89%	10	91%	9	90%	32	100%	27	100%	14	93%	3	60%	0	0%	103	94%
4 Don't know	0	0%	0	0%	0	0%	1	3%	0	0%	0	0%	0	0%	0	0%	1	1%
8. Components?	n=	9	n=	11	n=	12	n=	32	n=	28	n=	19	n=	7	n=	0	n=	118
1 Heating	9	100%	11	100%	12	100%	31	97%	28	100%	17	89%	7	100%	0	0%	115	97%
2 Ventilation	8	89%	9	82%	9	75%	28	88%	22	79%	15	79%	4	57%	0	0%	95	81%
3 Air-conditioning	7	78%	10	91%	11	92%	31	97%	22	79%	9	47%	3	43%	0	0%	93	79%
4 Humidity control	4	44%	2	18%	5	42%	5	16%	5	18%	2	11%	0	0%	0	0%	23	19%
5 Don't know	0	0%	0	0%	0	0%	0	0%	0	0%	1	5%	0	0%	0	0%	1	1%
9. What areas are covered by AC?	n=	9	n=	10	n=	11	n=	31	n=	22	n=	10	n=	4	n=	0	n=	97
1 General books	7	78%	7	70%	9	82%	27	87%	19	86%	8	80%	1	25%	0	0%	78	80%
2 Special collections	7	78%	9	90%	11	100%	21	68%	13	59%	3	30%	3	75%	0	0%	67	69%
3 Administrative areas	5	56%	9	90%	10	91%	31	100%	21	95%	9	90%	2	50%	0	0%	87	90%
4 Don't know	0	0%	0	0%	0	0%	1	3%	0	0%	0	0%	0	0%	0	0%	1	1%
9a. Where is the chiller located?	n=	8	n=	9	n=	12	n=	30	n=	20	n=	10	n=	3	n=	0	n=	92
1 Roof	5	63%	5	56%	8	50%	13	43%	8	40%	5	50%	0	0%	0	0%	42	46%
2 Outside on the grounds	0	0%	3	33%	1	8%	6	20%	5	25%	2	20%	0	0%	0	0%	17	18%
3 Mechanical room	3	38%	2	22%	7	58%	12	40%	5	25%	4	40%	1	33%	0	0%	34	37%
4 Windows	1	13%	2	22%	0	0%	7	23%	2	10%	2	20%	2	67%	0	0%	16	17%
10. Constant control possible?	n=	7	n=	10	n=	12	n=	31	n=	27	n=	19	n=	8	n=	0	n=	114
1 No	7	100%	6	60%	3	25%	18	58%	14	52%	14	74%	6	75%	0	0%	68	60%
2 Yes	2	29%	4	40%	9	75%	13	42%	13	48%	5	26%	2	25%	0	0%	48	42%
11. Constant setting?	n=	5	n=	8	n=	9	n=	20	n=	19	n=	10	n=	5	n=	0	n=	78
1 No	2	40%	4	50%	5	56%	11	55%	15	79%	7	70%	3	60%	0	0%	47	62%
2 Don't know	2	40%	1	13%	1	11%	2	10%	2	11%	0	0%	1	20%	0	0%	9	12%
3 Yes	1	20%	3	38%	3	33%	7	35%	2	11%	3	30%	1	20%	0	0%	20	26%
11a. Setting of Air-conditioning?	n=	3	n=	5	n=	5	n=	18	n=	13	n=	7	n=	3	n=	0	n=	54
60-63	0	0%	0	0%	0	0%	0	0%	0	0%	1	14%	0	0%	0	0%	1	2%
64-67	1	33%	0	0%	1	20%	0	0%	0	0%	0	0%	0	0%	0	0%	2	4%
68-71	1	33%	4	80%	2	40%	4	22%	6	46%	1	14%	1	33%	0	0%	19	35%
72-75	0	0%	0	0%	0	0%	8	33%	0	0%	3	43%	0	0%	0	0%	9	17%
76-79	0	0%	0	0%	0	0%	3	17%	2	15%	0	0%	0	0%	0	0%	5	9%
Don't know	1	33%	1	20%	2	40%	5	28%	5	38%	2	29%	2	67%	0	0%	18	33%
11a. Setting of heating?	n=	3	n=	5	n=	5	n=	20	n=	13	n=	10	n=	4	n=	0	n=	60
60-63	0	0%	0	0%	0	0%	0	0%	0	0%	1	10%	0	0%	0	0%	1	2%
64-67	0	0%	0	0%	1	20%	0	0%	1	8%	1	10%	0	0%	0	0%	3	5%
68-71	2	67%	4	80%	2	40%	8	30%	8	46%	8	60%	1	25%	0	0%	27	45%
72-75	0	0%	0	0%	0	0%	8	40%	0	0%	0	0%	1	25%	0	0%	9	15%
76-79	0	0%	0	0%	0	0%	0	0%	1	8%	0	0%	0	0%	0	0%	1	2%
Don't know	1	33%	1	20%	2	40%	6	30%	5	38%	2	20%	2	50%	0	0%	19	32%

	1,000,000		500,000-999,999		250,000-499,000		[illegible],000-249,999		50,000-99,999		10,000-49,999		UNDER 10,000		NO BOOKS		ALL	
	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%
11b. AC turned down or shut off?	n=	5	n=	8	n=	7	n=	19	n=	14	n=	7	n=	3	n=	0	n=	63
1 No	1	20%	0	0%	4	57%	1	5%	1	7%	3	43%	0	0%	0	0%	10	16%
2 Don't know	0	0%	0	0%	0	0%	1	5%	2	14%	0	0%	0	0%	0	0%	3	5%
3 Yes	4	80%	8	100%	3	43%	17	89%	11	79%	4	57%	3	100%	0	0%	50	79%
11b. Heat turned down or shut off?	n=	5	n=	8	n=	7	n=	18	n=	14	n=	11	n=	5	n=	0	n=	68
1 No	2	40%	0	0%	2	29%	2	11%	2	14%	4	36%	0	0%	0	0%	12	18%
2 Don't know	0	0%	0	0%	0	0%	1	6%	1	7%	1	9%	1	20%	0	0%	4	6%
3 Yes	3	60%	8	100%	5	71%	15	83%	11	79%	6	55%	4	80%	0	0%	52	76%
11b. Ventilation turned down or shut off?	n=	5	n=	5	n=	5	n=	14	n=	11	n=	10	n=	3	n=	0	n=	53
1 No	2	40%	0	0%	2	40%	4	29%	4	36%	4	40%	0	0%	0	0%	16	30%
2 Don't know	0	0%	1	20%	0	0%	2	14%	0	0%	1	10%	0	0%	0	0%	4	8%
3 Yes	3	60%	4	80%	3	60%	8	57%	7	64%	5	50%	3	100%	0	0%	33	62%
11c. Humidity control devices used?	n=	5	n=	5	n=	6	n=	18	n=	15	n=	8	n=	5	n=	0	n=	62
1 Portable humidifiers	2	40%	0	0%	0	0%	7	39%	1	7%	1	13%	1	20%	0	0%	12	19%
2 Portable dehumidifiers	3	60%	0	0%	1	17%	4	22%	1	7%	1	13%	1	20%	0	0%	11	18%
3 System humidification	2	40%	1	20%	3	50%	2	11%	5	33%	2	25%	0	0%	0	0%	15	24%
4 System dehumidification	3	60%	1	20%	4	67%	5	28%	4	27%	2	25%	0	0%	0	0%	19	31%
12. Separate HVAC for special collections?	n=	7	n=	11	n=	10	n=	30	n=	27	n=	18	n=	7	n=	0	n=	110
1 No	5	71%	4	36%	6	60%	19	63%	24	89%	16	89%	5	71%	0	0%	79	72%
2 Yes	2	29%	7	64%	4	40%	11	37%	3	11%	2	11%	2	29%	0	0%	31	28%
12a. Constant control?	n=	3	n=	7	n=	6	n=	15	n=	4	n=	4	n=	2	n=	0	n=	41
1 No	1	33%	3	43%	0	0%	5	33%	3	75%	1	25%	1	50%	0	0%	14	34%
2 Yes	2	67%	4	57%	6	100%	10	67%	1	25%	3	75%	1	50%	0	0%	27	66%
12b. Constant setting?	n=	3	n=	5	n=	6	n=	13	n=	4	n=	4	n=	2	n=	0	n=	37
1 No	0	0%	1	20%	1	17%	4	31%	4	100%	1	25%	1	50%	0	0%	12	32%
2 Don't know	0	0%	0	0%	1	17%	2	15%	0	0%	0	0%	0	0%	0	0%	3	8%
3 Yes	3	100%	4	80%	4	67%	7	54%	0	0%	3	75%	1	50%	0	0%	22	59%
12c. Setting of Air-conditioning?	n=	3	n=	4	n=	4	n=	10	n=	7	n=	3	n=	2	n=	0	n=	33
60-63	0	0%	0	0%	0	0%	0	0%	0	0%	1	33%	0	0%	0	0%	1	3%
64-67	1	33%	1	25%	2	50%	1	10%	1	14%	0	0%	0	0%	0	0%	6	18%
68-71	2	67%	3	75%	2	50%	4	40%	2	29%	1	33%	1	50%	0	0%	15	45%
72-75	0	0%	0	0%	0	0%	1	10%	0	0%	0	0%	0	0%	0	0%	1	3%
76-79	0	0%	0	0%	0	0%	0	0%	1	14%	1	33%	0	0%	0	0%	2	6%
Don't know	0	0%	0	0%	0	0%	4	40%	3	43%	0	0%	1	50%	0	0%	8	24%
12c. Setting of heating?	n=	3	n=	5	n=	3	n=	9	n=	7	n=	6	n=	1	n=	0	n=	34
60-63	0	0%	0	0%	0	0%	0	0%	0	0%	2	33%	0	0%	0	0%	2	6%
64-67	1	33%	1	20%	1	33%	1	11%	1	14%	0	0%	0	0%	0	0%	5	15%
68-71	2	67%	4	80%	2	67%	2	22%	4	57%	2	33%	0	0%	0	0%	16	47%
72-75	0	0%	0	0%	0	0%	2	22%	0	0%	1	17%	0	0%	0	0%	3	9%
76-79	0	0%	0	0%	0	0%	0	0%	0	0%	1	17%	0	0%	0	0%	1	3%
Don't know	0	0%	0	0%	0	0%	4	44%	2	29%	0	0%	1	100%	0	0%	7	21%
12d. AC turned down or shut off?	n=	3	n=	5	n=	6	n=	11	n=	5	n=	3	n=	2	n=	0	n=	35
1 No	3	100%	3	60%	4	67%	4	36%	1	20%	2	67%	0	0%	0	0%	17	49%
2 Don't know	0	0%	1	20%	0	0%	1	9%	1	20%	0	0%	0	0%	0	0%	3	9%
3 Yes	0	0%	1	20%	2	33%	6	55%	3	60%	1	33%	2	100%	0	0%	15	43%
12d. Heat turned down or shut off?	n=	3	n=	6	n=	6	n=	9	n=	6	n=	6	n=	2	n=	0	n=	38
1 No	3	100%	3	50%	2	33%	2	22%	2	33%	2	33%	0	0%	0	0%	14	37%
2 Don't know	0	0%	1	17%	0	0%	1	11%	2	33%	0	0%	0	0%	0	0%	4	11%
3 Yes	0	0%	2	33%	4	67%	6	67%	2	33%	4	67%	2	100%	0	0%	20	53%

	1,000,000		500,000-999,999		250,000-499,000		100,000-249,999		50,000-99,999		10,000-49,999		UNDER 10,000		NO BOOKS		ALL	
	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%
12d. Ventilation turned down or shut off?	n=	2	n=	6	n=	5	n=	8	n=	5	n=	5	n=	1	n=	0	n=	32
1 No	1	50%	3	50%	2	40%	3	38%	4	80%	2	40%	0	0%	0	0%	15	47%
2 Don't know	1	50%	1	17%	0	0%	1	13%	1	20%	2	40%	0	0%	0	0%	6	19%
3 Yes	0	0%	2	33%	3	60%	4	50%	0	0%	1	20%	1	100%	0	0%	11	34%
12e. Humidity control devices used?	n=	3	n=	4	n=	6	n=	12	n=	4	n=	4	n=	3	n=	0	n=	38
1 Portable humidifiers	0	0%	0	0%	0	0%	3	25%	0	0%	0	0%	1	33%	0	0%	4	11%
2 Portable dehumidifiers	0	0%	0	0%	1	17%	3	25%	0	0%	1	25%	1	33%	0	0%	6	17%
3 System humidification	3	100%	2	50%	5	83%	4	33%	2	50%	2	50%	0	0%	0	0%	18	50%
4 System dehumidification	3	100%	2	50%	4	67%	5	42%	0	0%	2	50%	0	0%	0	0%	18	44%
13. Environmental monitoring devices?	n=	9	n=	10	n=	12	n=	32	n=	30	n=	19	n=	7	n=	0	n=	119
1 None	0	0%	0	0%	0	0%	1	3%	3	10%	2	11%	0	0%	0	0%	6	5%
2 Thermostat	7	78%	8	60%	10	83%	25	78%	24	80%	11	58%	6	86%	0	0%	89	75%
3 Thermometer	7	78%	3	30%	5	42%	14	44%	10	33%	8	42%	4	57%	0	0%	51	43%
4 Hygrometer	3	33%	1	10%	2	17%	8	25%	6	20%	3	16%	0	0%	0	0%	23	19%
5 Thermohygrometer	1	11%	1	10%	2	17%	2	6%	2	7%	2	11%	1	14%	0	0%	11	9%
6 Hygrothermograph	2	22%	3	30%	5	42%	2	6%	1	3%	2	11%	0	0%	0	0%	15	13%
7 Sling psychrometer	1	11%	0	0%	3	25%	2	6%	0	0%	0	0%	0	0%	0	0%	6	5%
6 Battery-operated psychrometer	0	0%	1	10%	1	8%	1	3%	0	0%	0	0%	0	0%	0	0%	3	3%
14. Reduction of entering light?	n=	9	n=	10	n=	11	n=	31	n=	29	n=	17	n=	7	n=	0	n=	114
1 No windows	2	22%	0	0%	1	9%	3	10%	1	3%	3	18%	0	0%	0	0%	10	9%
2 Nothing done	2	22%	2	20%	2	18%	6	19%	9	31%	4	24%	1	14%	0	0%	26	23%
3 Light-filtering film	4	44%	1	10%	4	36%	4	13%	1	3%	3	18%	1	14%	0	0%	18	16%
4 Light-filtering glass	0	0%	0	0%	1	9%	3	10%	3	10%	0	0%	0	0%	0	0%	7	6%
5 Shades	3	33%	6	60%	4	36%	10	32%	11	38%	7	41%	3	43%	0	0%	44	39%
6 Curtains	8	67%	3	30%	5	45%	16	52%	9	31%	4	24%	3	43%	0	0%	46	40%
7 Roof overhangs	1	11%	2	20%	1	9%	6	19%	5	17%	3	18%	0	0%	0	0%	18	16%
8 Awnings	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
15. Reduction of UV radiation inside?	n=	9	n=	10	n=	12	n=	32	n=	29	n=	19	n=	7	n=	0	n=	118
1 None	7	78%	5	50%	8	50%	19	59%	23	79%	14	74%	3	43%	0	0%	77	65%
2 UV-filtering sleeves	3	33%	3	30%	5	42%	8	19%	2	7%	3	18%	3	43%	0	0%	25	21%
3 Low UV fluorescent tubes	1	11%	0	0%	2	17%	3	9%	1	3%	1	5%	0	0%	0	0%	8	7%
4 UF-3 or UF-4 plexiglass	0	0%	0	0%	1	8%	0	0%	0	0%	0	0%	0	0%	0	0%	1	1%
5 UV-filtering film	1	11%	0	0%	2	17%	3	9%	1	3%	2	11%	1	14%	0	0%	10	8%
8 Lights turned on and off	4	44%	3	30%	2	17%	5	16%	4	14%	3	18%	2	29%	0	0%	23	19%
18. Fire detection/suppression systems installed?	n=	9	n=	11	n=	12	n=	31	n=	30	n=	19	n=	7	n=	0	n=	119
1 No	1	11%	0	0%	0	0%	2	6%	5	17%	1	5%	0	0%	0	0%	9	8%
2 Don't know	0	0%	0	0%	1	8%	1	3%	3	10%	0	0%	0	0%	0	0%	5	4%
3 Yes	8	89%	11	100%	11	92%	28	90%	22	73%	18	95%	7	100%	0	0%	105	88%
16a. Type of system?	n=	8	n=	11	n=	11	n=	28	n=	23	n=	18	n=	7	n=	0	n=	106
1 Fire extinguishers	8	100%	11	100%	10	91%	26	93%	22	96%	15	83%	7	100%	0	0%	99	93%
2 Wet pipe sprinklers	2	25%	5	45%	4	36%	9	32%	7	30%	5	28%	2	29%	0	0%	34	32%
3 Dry pipe sprinklers	1	13%	3	27%	2	18%	2	7%	3	13%	2	11%	0	0%	0	0%	13	12%
4 Halon	2	25%	4	36%	0	0%	0	0%	3	13%	1	6%	0	0%	0	0%	10	9%
5 Smoke detectors	5	63%	10	91%	6	55%	21	75%	13	57%	11	61%	4	57%	0	0%	70	66%
6 Heat detectors	4	50%	9	82%	3	27%	8	29%	8	35%	7	39%	1	14%	0	0%	40	38%
7 Ionization detectors	0	0%	1	9%	1	9%	1	4%	1	4%	0	0%	0	0%	0	0%	4	4%
16b. Where are these systems installed (Everywhere)?	n=	8	n=	11	n=	10	n=	28	n=	21	n=	17	n=	7	n=	0	n=	102
1 Fire extinguishers	7	88%	10	91%	10	100%	26	93%	19	90%	15	88%	7	100%	0	0%	94	92%
2 Wet pipe sprinklers	2	25%	3	27%	3	30%	9	32%	8	29%	4	24%	2	29%	0	0%	29	28%
3 Dry pipe sprinklers	0	0%	0	0%	0	0%	1	4%	1	5%	1	8%	0	0%	0	0%	3	3%
4 Halon	0	0%	0	0%	0	0%	0	0%	1	5%	0	0%	0	0%	0	0%	1	1%
5 Smoke detectors	5	63%	9	82%	6	60%	18	64%	12	57%	8	47%	4	57%	0	0%	82	81%
8 Heat detectors	1	13%	9	82%	3	30%	7	25%	5	24%	4	24%	1	14%	0	0%	30	29%
7 Ionization detectors	0	0%	1	9%	1	10%	1	4%	1	5%	0	0%	0	0%	0	0%	4	4%

	1,000,000		500,000-999,999		250,000-499,000		100,000-249,999		50,000-99,999		10,000-49,999		UNDER 10,000		NO BOOKS		ALL	
	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%
16b. Where are these systems installed (Storage areas)?	n=	3	n=	6	n=	4	n=	1	n=	4	n=	2	n=	0	n=	0	n=	20
1 Fire extinguishers	0	0%	2	33%	3	75%	0	0%	2	50%	0	0%	0	0%	0	0%	7	35%
2 Wet pipe sprinklers	0	0%	2	33%	1	25%	0	0%	1	25%	1	50%	0	0%	0	0%	5	25%
3 Dry pipe sprinklers	1	33%	1	17%	1	25%	0	0%	1	25%	0	0%	0	0%	0	0%	4	20%
4 Halon	0	0%	1	17%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	1	5%
5 Smoke detectors	1	33%	2	33%	1	25%	0	0%	0	0%	1	50%	0	0%	0	0%	5	25%
6 Heat detectors	3	100%	2	33%	1	25%	1	100%	0	0%	0	0%	0	0%	0	0%	7	35%
7 Ionization detectors	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
16b. Where are these systems installed (Vault)?	n=	0	n=	2	n=	2	n=	1	n=	0	n=	1	n=	0	n=	0	n=	6
1 Fire extinguishers	0	0%	0	0%	2	100%	0	0%	0	0%	0	0%	0	0%	0	0%	2	33%
2 Wet pipe sprinklers	0	0%	0	0%	1	50%	0	0%	0	0%	0	0%	0	0%	0	0%	1	17%
3 Dry pipe sprinklers	0	0%	1	50%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	1	17%
4 Halon	0	0%	2	100%	0	0%	0	0%	0	0%	1	100%	0	0%	0	0%	3	50%
5 Smoke detectors	0	0%	1	50%	1	50%	0	0%	0	0%	0	0%	0	0%	0	0%	2	33%
6 Heat detectors	0	0%	1	50%	1	50%	1	100%	0	0%	0	0%	0	0%	0	0%	3	50%
7 Ionization detectors	0	0%	1	50%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	1	17%
16b. Where are these systems installed (Spec.collect.)?	n=	2	n=	5	n=	2	n=	3	n=	3	n=	1	n=	0	n=	0	n=	16
1 Fire extinguishers	0	0%	3	60%	2	100%	2	67%	1	33%	0	0%	0	0%	0	0%	8	50%
2 Wet pipe sprinklers	0	0%	0	0%	1	50%	1	33%	0	0%	0	0%	0	0%	0	0%	2	13%
3 Dry pipe sprinklers	0	0%	2	40%	0	0%	1	33%	0	0%	0	0%	0	0%	0	0%	3	19%
4 Halon	1	50%	2	40%	0	0%	1	33%	1	33%	0	0%	0	0%	0	0%	5	31%
5 Smoke detectors	1	50%	3	60%	1	50%	1	33%	0	0%	1	100%	0	0%	0	0%	7	44%
6 Heat detectors	2	100%	2	40%	1	50%	1	33%	1	33%	0	0%	0	0%	0	0%	7	44%
7 Ionization detectors	0	0%	1	20%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	1	6%
16c. Inspected regularly?	n=	8	n=	11	n=	10	n=	26	n=	22	n=	18	n=	7	n=	0	n=	102
1 No	0	0%	0	0%	2	20%	1	4%	1	5%	0	0%	2	29%	0	0%	6	6%
2 Annually	5	63%	6	55%	6	60%	10	38%	11	50%	6	33%	4	57%	0	0%	48	47%
3 Twice a Year	1	13%	1	9%	1	10%	5	19%	5	23%	6	33%	0	0%	0	0%	19	19%
4 More than twice a year	0	0%	1	9%	1	10%	5	19%	4	18%	2	11%	1	14%	0	0%	14	14%
5 Don't know	2	25%	3	27%	0	0%	5	19%	1	5%	4	22%	0	0%	0	0%	15	15%
16d. How are they inspected?	n=	8	n=	10	n=	9	n=	25	n=	21	n=	17	n=	5	n=	0	n=	95
1 With a match	0	0%	1	10%	0	0%	0	0%	1	5%	0	0%	1	20%	0	0%	3	3%
2 Professionally-trained personnel	4	50%	9	90%	6	67%	18	72%	18	86%	12	71%	3	60%	0	0%	70	74%
3 Fire marshall	3	38%	2	20%	6	67%	4	16%	6	29%	4	24%	3	60%	0	0%	28	29%
4 Don't know	2	25%	1	10%	0	0%	6	24%	2	10%	3	18%	1	20%	0	0%	15	16%
17. Connected to fire department?	n=	9	n=	9	n=	11	n=	28	n=	24	n=	17	n=	6	n=	0	n=	104
1 No	4	44%	3	33%	2	18%	11	39%	10	42%	6	35%	3	50%	0	0%	39	38%
2 Yes	5	56%	6	67%	9	82%	17	61%	14	58%	11	65%	3	50%	0	0%	65	63%
18. Are water alarms present?	n=	7	n=	9	n=	12	n=	29	n=	24	n=	18	n=	7	n=	0	n=	106
1 No	5	71%	7	78%	8	67%	28	97%	23	96%	18	100%	6	86%	0	0%	95	90%
2 Throughout the facility	0	0%	0	0%	1	8%	1	3%	1	4%	0	0%	1	14%	0	0%	4	4%
3 Selected areas only	2	29%	2	22%	3	25%	0	0%	0	0%	0	0%	0	0%	0	0%	7	7%
19. Has a building survey been done?	n=	9	n=	11	n=	12	n=	30	n=	29	n=	18	n=	6	n=	0	n=	115
1 No	8	89%	7	64%	6	50%	24	80%	22	76%	13	72%	3	50%	0	0%	83	72%
2 Yes	1	11%	4	36%	6	50%	6	20%	7	24%	5	28%	3	50%	0	0%	32	28%
19a. Who performed the building survey?	n=	1	n=	4	n=	4	n=	6	n=	5	n=	4	n=	3	n=	0	n=	27
1 NEDCC	1	100%	3	75%	2	50%	1	17%	0	0%	3	75%	1	33%	0	0%	11	41%
2 Independent Consultant	0	0%	0	0%	1	25%	2	33%	2	40%	1	25%	1	33%	0	0%	7	26%
3 Society of American Archivists	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
4 Staff	0	0%	1	25%	1	25%	3	50%	3	60%	0	0%	1	33%	0	0%	9	33%

	1,000,000		500,000-999,999		250,000-499,000		100,000-249,999		50,000-99,999		10,000-49,999		UNDER 10,000		NO BOOKS		ALL	
	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%
20. Is there a preservation plan?	n=	9	n=	10	n=	11	n=	26	n=	29	n=	17	n=	7	n=	0	n=	111
1 No	6	89%	9	90%	7	64%	23	62%	26	90%	17	100%	7	100%	0	0%	97	67%
2 Yes	1	11%	1	10%	4	36%	5	16%	3	10%	0	0%	0	0%	0	0%	14	13%
21. Has a collection survey been done?	n=	9	n=	11	n=	12	n=	30	n=	30	n=	19	n=	7	n=	0	n=	116
1 No	6	89%	10	91%	9	75%	23	77%	22	73%	11	58%	5	71%	0	0%	88	75%
2 Yes	1	11%	1	9%	3	25%	7	23%	6	27%	6	42%	2	29%	0	0%	30	25%
21a. Who performed the collection survey?	n=	1	n=	1	n=	3	n=	6	n=	6	n=	6	n=	2	n=	0	n=	31
1 NEDCC	0	0%	0	0%	2	67%	2	25%	1	13%	3	38%	1	50%	0	0%	9	29%
2 Independent consultant	0	0%	0	0%	1	33%	1	13%	1	13%	1	13%	0	0%	0	0%	4	13%
3 Staff	1	100%	1	100%	0	0%	5	63%	6	75%	4	50%	1	50%	0	0%	18	58%
23. Person with preservation skills identified?	n=	6	n=	10	n=	11	n=	28	n=	28	n=	16	n=	7	n=	0	n=	106
1 No	0	0%	0	0%	2	18%	9	32%	12	43%	10	56%	2	29%	0	0%	35	32%
2 Yes	6	100%	10	100%	9	82%	19	68%	16	57%	8	44%	5	71%	0	0%	73	68%
24. Person with preservation skills on staff?	n=	9	n=	11	n=	12	n=	28	n=	28	n=	17	n=	6	n=	0	n=	111
1 No	1	11%	2	18%	3	25%	12	43%	22	79%	12	71%	5	83%	0	0%	57	51%
2 Yes	8	89%	9	82%	9	75%	16	57%	6	21%	5	29%	1	17%	0	0%	54	49%
24b. Has this person run workshops for the staff?	n=	9	n=	6	n=	6	n=	15	n=	7	n=	5	n=	1	n=	0	n=	51
1 No	5	56%	2	33%	4	50%	10	67%	4	57%	4	80%	1	100%	0	0%	30	59%
2 Yes	4	44%	4	67%	4	50%	5	33%	3	43%	1	20%	0	0%	0	0%	21	41%
25. Attended preservation education programs?	n=	8	n=	11	n=	11	n=	29	n=	29	n=	17	n=	7	n=	0	n=	112
1 No	1	13%	1	9%	4	36%	11	38%	12	41%	5	29%	3	43%	0	0%	37	33%
2 Regional programs	6	75%	10	91%	4	36%	13	45%	12	41%	9	53%	4	57%	0	0%	58	52%
3 State programs	4	50%	4	36%	2	18%	7	24%	3	10%	1	6%	1	14%	0	0%	22	20%
4 National programs	6	75%	5	45%	4	36%	4	14%	3	10%	5	29%	0	0%	0	0%	27	24%
5 Professional organizations	4	50%	7	64%	5	45%	9	31%	9	31%	7	41%	3	43%	0	0%	44	39%
6 University courses	3	38%	3	27%	3	27%	3	10%	4	14%	4	24%	2	29%	0	0%	22	20%
7 Professional conferences	5	63%	7	64%	7	64%	5	17%	5	17%	3	18%	0	0%	0	0%	32	29%
25a. Preservation topics taught?	n=	6	n=	9	n=	6	n=	19	n=	16	n=	12	n=	4	n=	0	n=	74
1 Environmental controls	3	50%	7	78%	5	83%	8	42%	7	44%	7	58%	3	75%	0	0%	40	54%
2 Basic repairs	4	67%	8	89%	8	75%	11	58%	9	56%	7	58%	4	100%	0	0%	49	66%
3 Storage	4	67%	8	89%	7	88%	11	58%	9	56%	5	42%	2	50%	0	0%	46	62%
4 Proper shelving	3	50%	8	89%	4	50%	11	58%	8	50%	9	75%	1	25%	0	0%	44	59%
5 Care and handling	5	83%	7	78%	7	88%	14	74%	10	63%	9	75%	2	50%	0	0%	54	73%
6 Security	4	67%	6	67%	3	38%	5	26%	7	44%	5	42%	1	25%	0	0%	31	42%
7 Disaster preparedness	4	67%	9	100%	8	75%	12	63%	11	69%	8	50%	4	100%	0	0%	52	70%
8 Protective enclosures	4	67%	6	67%	3	38%	11	58%	6	38%	2	17%	2	50%	0	0%	34	46%
9 Library binding	4	67%	8	89%	6	75%	8	42%	7	44%	8	50%	1	25%	0	0%	40	54%
10 Care of photographs	3	50%	3	33%	4	50%	5	26%	7	44%	4	33%	2	50%	0	0%	28	38%
11 Nature of photographs	2	33%	3	33%	2	25%	4	21%	5	31%	1	8%	1	25%	0	0%	18	24%
12 Conservation of photographs	2	33%	3	33%	3	38%	4	21%	7	44%	2	17%	2	50%	0	0%	23	31%
13 Preservation microfilming	5	83%	4	44%	3	38%	4	21%	4	25%	4	33%	3	75%	0	0%	27	36%
14 Preservation management	4	67%	5	56%	2	25%	4	21%	4	25%	4	33%	0	0%	0	0%	23	31%
15 Conservation treatment	3	50%	3	33%	4	50%	6	32%	7	44%	2	17%	1	25%	0	0%	26	35%
16 Advanced hands-on	2	33%	2	22%	3	38%	4	21%	4	25%	2	17%	0	0%	0	0%	17	23%
17 Deacidification	2	33%	2	22%	4	50%	6	32%	3	19%	2	17%	2	50%	0	0%	21	28%
18 Pest control	2	33%	2	22%	2	25%	2	11%	2	13%	4	33%	1	25%	0	0%	15	20%
26. Familiar with NEDCC?	n=	9	n=	11	n=	12	n=	31	n=	30	n=	19	n=	7	n=	0	n=	119
1 No	0	0%	0	0%	0	0%	4	13%	3	10%	7	37%	1	14%	0	0%	15	13%
2 Yes	9	100%	11	100%	12	100%	27	87%	27	90%	12	63%	6	86%	0	0%	104	87%
26a. Contracted work with NEDCC?	n=	9	n=	10	n=	11	n=	27	n=	27	n=	13	n=	6	n=	0	n=	103
1 No	1	11%	1	10%	5	45%	23	85%	22	81%	7	54%	1	17%	0	0%	60	58%
2 Yes	8	89%	9	90%	6	55%	4	15%	5	19%	6	46%	5	83%	0	0%	43	42%

	1,000,000		500,000-999,999		250,000-499,000		100,000-249,999		50,000-99,999		10,000-49,999		UNDER 10,000		NO BOOKS		ALL	
	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%
26b. Services used?	n= 8		n= 9		n= 6		n= 6		n= 5		n= 8		n= 4		n= 0		n= 46	
1 Preservation microfilming	2	25%	0	0%	2	33%	3	50%	0	0%	1	13%	2	50%	0	0%	10	22%
2 Book conservation	6	75%	1	11%	3	50%	1	17%	2	40%	2	25%	1	25%	0	0%	18	35%
3 Surveys	7	88%	5	56%	3	50%	3	50%	1	20%	5	63%	2	50%	0	0%	26	57%
4 Paper conservation	4	50%	2	22%	1	17%	1	17%	1	20%	1	13%	1	25%	0	0%	11	24%
5 Photograph conservation	3	38%	0	0%	1	17%	2	33%	3	60%	1	13%	1	25%	0	0%	11	24%
6 Photographic copying	0	0%	0	0%	2	33%	1	17%	0	0%	0	0%	0	0%	0	0%	3	7%
7 Workshops	1	13%	3	33%	2	33%	3	50%	1	20%	3	38%	0	0%	0	0%	13	28%
8 Disaster assistance	2	25%	6	87%	2	33%	0	0%	0	0%	1	13%	0	0%	0	0%	11	24%
27. Photocopy machines available to patrons?	n= 9		n= 11		n= 12		n= 31		n= 30		n= 19		n= 7		n= 0		n= 119	
1 No	0	0%	0	0%	0	0%	2	6%	1	3%	1	5%	0	0%	0	0%	4	3%
2 Yes	9	100%	11	100%	12	100%	29	94%	29	97%	18	95%	7	100%	0	0%	115	97%
27a. Policy regarding use of photocopy machines?	n= 9		n= 11		n= 11		n= 32		n= 30		n= 18		n= 7		n= 0		n= 118	
1 No restrictions	3	33%	6	55%	7	64%	16	50%	19	63%	10	56%	5	71%	0	0%	66	56%
2 Certain items not photocopied	3	33%	6	55%	4	36%	14	44%	7	23%	7	39%	1	14%	0	0%	42	36%
3 Certain items by patrons	2	22%	3	27%	4	36%	7	22%	2	7%	2	11%	1	14%	0	0%	21	18%
4 Certain items by staff only	5	56%	5	45%	3	27%	12	38%	8	20%	3	17%	1	14%	0	0%	35	30%
5 All items by staff	1	11%	2	18%	1	9%	0	0%	1	3%	2	11%	1	14%	0	0%	8	7%
28. Is the staff trained to shelve properly?	n= 9		n= 10		n= 11		n= 32		n= 30		n= 17		n= 7		n= 0		n= 116	
1 No	2	22%	3	30%	5	45%	18	50%	15	50%	7	41%	2	29%	0	0%	50	43%
2 Yes	7	78%	7	70%	6	55%	18	50%	15	50%	10	59%	5	71%	0	0%	66	57%
28a. How is staff trained to shelve materials?	n= 8		n= 6		n= 6		n= 15		n= 15		n= 13		n= 5		n= 0		n= 68	
1 Tilt volume by headcap	1	17%	0	0%	0	0%	2	13%	0	0%	1	8%	2	40%	0	0%	8	9%
2 Push volumes on either side	6	100%	6	100%	8	100%	10	67%	9	60%	7	54%	4	80%	0	0%	48	73%
3 Tilt with pressure on textblock	2	33%	2	33%	2	33%	3	20%	4	27%	3	23%	1	20%	0	0%	17	26%
4 Bookends readjusted	4	67%	5	83%	5	83%	12	80%	9	60%	6	46%	4	80%	0	0%	45	68%
29. Shelving of oversized volumes?	n= 9		n= 11		n= 12		n= 30		n= 29		n= 17		n= 8		n= 0		n= 114	
1 Spine up	3	33%	2	18%	5	42%	8	20%	11	38%	5	29%	1	17%	0	0%	33	29%
2 Spine down	2	22%	1	9%	2	17%	3	10%	6	21%	3	18%	2	33%	0	0%	19	17%
3 Upright, separate shelves	7	78%	9	82%	8	50%	17	57%	18	82%	11	65%	3	50%	0	0%	71	62%
4 Flat on separate shelves	9	100%	10	91%	9	75%	18	60%	17	59%	8	47%	3	50%	0	0%	74	65%
30. Paper mended how?	n= 8		n= 11		n= 11		n= 31		n= 24		n= 15		n= 7		n= 0		n= 107	
1 None done	0	0%	2	18%	1	9%	8	19%	5	21%	1	7%	1	14%	0	0%	18	15%
2 "Archival" tape	4	50%	5	45%	8	73%	20	65%	11	46%	4	27%	3	43%	0	0%	55	51%
3 Scotch tape	0	0%	3	27%	0	0%	5	16%	7	29%	9	60%	2	29%	0	0%	26	24%
4 Elmer's glue	1	13%	1	9%	1	9%	3	10%	5	21%	1	7%	2	29%	0	0%	14	13%
5 Library paste	1	13%	1	9%	1	9%	7	23%	7	29%	4	27%	1	14%	0	0%	22	21%
8 Japanese tissue and starch paste	8	75%	5	45%	5	45%	8	19%	4	17%	1	7%	1	14%	0	0%	26	26%
7 Heat set tissue	2	25%	2	18%	1	9%	1	3%	0	0%	1	7%	0	0%	0	0%	7	7%
31. Books mended how?	n= 9		n= 11		n= 11		n= 27		n= 26		n= 16		n= 7		n= 0		n= 107	
1 Not applicable	2	22%	0	0%	1	9%	0	0%	2	8%	2	13%	1	14%	0	0%	8	7%
2 None done	1	11%	2	18%	2	18%	8	22%	6	23%	3	19%	3	43%	0	0%	23	21%
3 Cloth tape	1	11%	2	18%	6	55%	14	52%	10	38%	9	56%	2	29%	0	0%	44	41%
4 "Archival" tape	3	33%	1	9%	3	27%	7	26%	6	23%	2	13%	0	0%	0	0%	22	21%
5 Scotch tape	0	0%	0	0%	0	0%	3	11%	2	8%	2	13%	2	29%	0	0%	9	8%
6 Bookcloth and PVA	4	44%	7	64%	4	36%	8	22%	5	19%	2	13%	0	0%	0	0%	26	26%
7 In-house recasing	4	44%	6	55%	3	27%	4	15%	2	8%	0	0%	1	14%	0	0%	20	19%
32. Oversized prints, etc. housed how?	n= 9		n= 10		n= 8		n= 16		n= 19		n= 10		n= 3		n= 0		n= 75	
1 Around or in a tube	2	22%	4	40%	2	25%	5	31%	8	42%	2	20%	1	33%	0	0%	24	32%
2 Rolled in acidic kraft	1	11%	0	0%	0	0%	2	13%	0	0%	0	0%	0	0%	0	0%	3	4%
3 Rolled in alkaline kraft	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	1	33%	0	0%	1	1%
4 Flat in metal map cases	8	89%	6	60%	8	100%	10	63%	12	63%	7	70%	1	33%	0	0%	52	69%
5 Large "archival" boxes	4	44%	7	70%	2	25%	4	25%	5	26%	3	30%	2	87%	0	0%	27	36%

	1,000,000		500,000-999,999		250,000-499,000		100,000-249,999		50,000-99,999		10,000-49,999		UNDER 10,000		NO BOOKS		ALL	
	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%
32a. Oversized prints, etc. housed where?	n=	8	n=	10	n=	7	n=	15	n=	20	n=	6	n=	4	n=	0	n=	70
1 General stacks	2	25%	6	60%	4	57%	5	33%	11	55%	2	33%	0	0%	0	0%	30	43%
2 Special collections	7	88%	10	100%	5	71%	11	73%	7	35%	1	17%	3	75%	0	0%	44	63%
3 Closed stacks	5	63%	2	20%	2	29%	4	27%	8	40%	4	67%	2	50%	0	0%	27	39%
33. Are microforms housed in the facility?	n=	9	n=	11	n=	12	n=	32	n=	29	n=	19	n=	7	n=	0	n=	119
1 No	0	0%	0	0%	1	8%	2	6%	0	0%	3	16%	4	57%	0	0%	10	8%
2 Yes	9	100%	11	100%	11	92%	30	94%	29	100%	16	84%	3	43%	0	0%	109	92%
33a. Types of microforms ?	n=	9	n=	11	n=	11	n=	30	n=	29	n=	16	n=	3	n=	0	n=	109
1 Microfilms	9	100%	10	91%	11	100%	30	100%	28	97%	15	94%	1	33%	0	0%	104	95%
2 Preservation microfilm	4	44%	6	55%	4	36%	6	20%	5	17%	3	19%	2	67%	0	0%	30	28%
3 Microfiche	9	100%	11	100%	10	91%	30	100%	29	100%	12	75%	2	67%	0	0%	103	94%
4 Microcards	6	67%	9	82%	7	64%	10	33%	3	10%	0	0%	0	0%	0	0%	35	32%
33b. Where are the master negatives stored?	n=	9	n=	11	n=	10	n=	29	n=	27	n=	15	n=	4	n=	0	n=	105
1 Off-site storage in a vault	5	56%	6	55%	2	20%	2	7%	4	15%	3	20%	2	50%	0	0%	24	23%
2 General stacks	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
3 Microform reading room	0	0%	0	0%	0	0%	1	3%	1	4%	1	7%	0	0%	0	0%	3	3%
4 Special collections	3	33%	4	36%	1	10%	5	17%	1	4%	0	0%	0	0%	0	0%	14	13%
5 Closed stacks	1	11%	1	9%	1	10%	1	3%	1	4%	1	7%	1	25%	0	0%	7	7%
6 Don't have any	0	0%	3	27%	7	70%	22	76%	21	78%	11	73%	1	25%	0	0%	65	62%
7 Don't know	2	22%	2	18%	0	0%	1	3%	1	4%	1	7%	1	25%	0	0%	8	8%
33c. Where are the use copies stored?	n=	9	n=	10	n=	11	n=	29	n=	24	n=	12	n=	3	n=	0	n=	98
1 General stacks	1	11%	2	20%	5	45%	7	24%	9	38%	5	42%	0	0%	0	0%	29	30%
2 Microform reading room	6	67%	8	80%	7	64%	21	72%	13	54%	5	42%	0	0%	0	0%	60	61%
3 Special collections	4	44%	3	30%	5	45%	3	10%	2	8%	2	17%	3	100%	0	0%	22	22%
4 Closed stacks	3	33%	0	0%	1	9%	2	7%	3	13%	2	17%	0	0%	0	0%	11	11%
33d. How are microfilms housed?	n=	9	n=	11	n=	11	n=	30	n=	28	n=	16	n=	2	n=	0	n=	107
1 Plastic reels	9	100%	11	100%	11	100%	29	97%	25	89%	15	94%	2	100%	0	0%	102	95%
2 Metal reels	3	33%	5	45%	4	36%	5	17%	7	25%	2	13%	0	0%	0	0%	26	24%
3 Rubber bands	4	44%	5	45%	4	36%	11	37%	18	64%	9	56%	0	0%	0	0%	51	48%
4 Alkaline ties	4	44%	6	55%	4	36%	12	40%	7	25%	3	19%	0	0%	0	0%	36	34%
5 Acidic boxes	3	33%	8	73%	8	55%	18	53%	7	25%	4	25%	0	0%	0	0%	44	41%
6 Alkaline boxes	8	67%	10	91%	8	55%	9	30%	8	29%	6	38%	2	100%	0	0%	47	44%
34. Binder a member of the Library Binding Institute?	n=	9	n=	11	n=	11	n=	31	n=	29	n=	18	n=	6	n=	0	n=	115
1 No	1	11%	0	0%	1	9%	0	0%	6	21%	0	0%	0	0%	0	0%	8	7%
2 No binding done	0	0%	0	0%	0	0%	1	3%	0	0%	7	39%	2	33%	0	0%	10	9%
3 Yes	8	67%	10	91%	10	91%	22	71%	14	48%	6	33%	4	67%	0	0%	72	63%
4 Don't know	2	22%	1	9%	0	0%	8	26%	9	31%	5	28%	0	0%	0	0%	25	22%
35. Adheres to LBI stds?	n=	8	n=	11	n=	10	n=	30	n=	26	n=	11	n=	4	n=	0	n=	100
1 No	0	0%	0	0%	0	0%	1	3%	1	4%	0	0%	0	0%	0	0%	2	2%
2 Yes	6	75%	10	91%	10	100%	20	67%	13	50%	4	36%	3	75%	0	0%	66	66%
3 Don't know	2	25%	1	9%	0	0%	9	30%	12	46%	7	64%	1	25%	0	0%	32	32%
36. Binding decision-makers?	n=	8	n=	11	n=	10	n=	29	n=	25	n=	10	n=	4	n=	0	n=	97
1 Librarian	5	63%	8	55%	6	60%	19	66%	14	56%	8	80%	3	75%	0	0%	61	63%
2 Binding prep. staff	8	100%	7	64%	5	50%	10	34%	5	20%	3	30%	2	50%	0	0%	40	41%
3 Bindery and library staff	1	13%	4	36%	4	40%	7	24%	7	28%	3	30%	0	0%	0	0%	26	27%
4 Bindery staff	2	25%	4	36%	0	0%	4	14%	5	20%	1	10%	0	0%	0	0%	16	16%
39. Facility houses special collections?	n=	8	n=	10	n=	10	n=	31	n=	29	n=	19	n=	7	n=	0	n=	114
1 No	1	13%	0	0%	1	10%	6	19%	11	38%	6	32%	2	29%	0	0%	27	24%
2 Yes	7	88%	10	100%	9	90%	25	81%	18	62%	13	68%	5	71%	0	0%	87	76%

	1,000,000		500,000-999,999		250,000-499,000		100,000-249,999		50,000-99,999		10,000-49,999		UNDER 10,000		NO BOOKS		ALL	
	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%
39c. Where are these rooms located?	n=	7	n=	10	n=	10	n=	25	n=	18	n=	14	n=	5	n=	0	n=	89
1 Basement	2	29%	4	40%	5	50%	7	28%	5	28%	5	36%	2	40%	0	0%	30	34%
2 Attic	0	0%	0	0%	0	0%	0	0%	3	17%	0	0%	0	0%	0	0%	3	3%
3 Upper floor	6	86%	6	60%	7	70%	13	52%	4	22%	6	43%	2	40%	0	0%	44	49%
4 Main floor	3	43%	1	10%	2	20%	10	40%	7	39%	7	50%	2	40%	0	0%	32	36%
5 Main building	4	57%	9	90%	6	60%	8	32%	9	50%	5	36%	2	40%	0	0%	43	48%
8 Separate facility	3	43%	3	30%	1	10%	2	8%	4	22%	2	14%	0	0%	0	0%	15	17%
40. Staff access to special collections materials?	n=	5	n=	5	n=	7	n=	21	n=	12	n=	9	n=	5	n=	0	n=	64
1 Open without a key	4	80%	2	40%	2	29%	3	14%	4	33%	4	44%	1	20%	0	0%	20	31%
2 Staff Key	0	0%	2	40%	3	43%	7	33%	3	25%	4	44%	0	0%	0	0%	19	30%
3 Senior staff only	1	20%	2	40%	2	29%	11	52%	8	50%	1	11%	5	100%	0	0%	28	44%
41. Patron access to spec. collections materials?	n=	7	n=	10	n=	10	n=	25	n=	18	n=	12	n=	3	n=	0	n=	85
1 Open browsing	0	0%	0	0%	0	0%	1	4%	1	6%	3	25%	0	0%	0	0%	5	6%
2 Materials retrieved and use supervised by staff	7	100%	10	100%	8	80%	22	88%	13	72%	8	67%	3	100%	0	0%	71	84%
3 All materials at same time	1	14%	3	30%	3	30%	8	32%	6	33%	2	17%	0	0%	0	0%	23	27%
4 Materials one at a time	1	14%	4	40%	4	40%	9	36%	5	28%	2	17%	0	0%	0	0%	25	29%
42. Personal materials allowed in RR?	n=	7	n=	9	n=	9	n=	23	n=	18	n=	14	n=	3	n=	0	n=	83
1 No restrictions	0	0%	4	44%	5	56%	15	65%	14	78%	7	50%	3	100%	0	0%	48	58%
2 Paper and pencil only	6	86%	5	56%	3	33%	5	22%	4	22%	2	14%	0	0%	0	0%	25	30%
3 Paper, pens, coats, etc.	0	0%	1	11%	1	11%	7	30%	1	6%	2	14%	0	0%	0	0%	12	14%
4 No materials	1	14%	0	0%	0	0%	0	0%	0	0%	3	21%	0	0%	0	0%	4	5%
43. Where are mss./archival materials housed?	n=	7	n=	10	n=	9	n=	21	n=	20	n=	10	n=	4	n=	0	n=	81
1 In file cabinets	3	43%	5	50%	3	33%	14	67%	12	60%	7	70%	3	75%	0	0%	47	58%
2 Corrugated boxes	1	14%	4	40%	1	11%	7	33%	3	15%	4	40%	1	25%	0	0%	21	26%
3 Alkaline boxes	6	86%	10	100%	8	89%	20	95%	13	65%	8	60%	4	100%	0	0%	67	83%
4 Manila folders	2	29%	2	20%	1	11%	8	38%	9	45%	6	60%	1	25%	0	0%	29	36%
5 Alkaline folders	8	86%	9	90%	8	89%	18	86%	13	65%	4	40%	4	100%	0	0%	62	77%
8 Scrapbooks	4	57%	8	60%	2	22%	11	52%	7	35%	8	80%	4	100%	0	0%	42	52%

	1,000,000		500,000-999,999		250,000-499,000		100,000-249,999		50,000-99,999		10,000-49,999		UNDER 10,000		NO BOOKS		ALL	
	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%
44. Routine processing tasks performed?	n=	7	n=	10	n=	10	n=	23	n=	19	n=	10	n=	4	n=	0	n=	83
1 Nothing	0	0%	1	10%	0	0%	5	22%	5	26%	4	40%	1	25%	0	0%	16	19%
2 Remove staples	6	86%	10	100%	10	100%	9	39%	9	47%	4	40%	3	75%	0	0%	51	61%
3 Unfold	4	57%	7	70%	9	90%	7	30%	10	53%	4	40%	2	50%	0	0%	43	52%
4 Placed in alkaline folders	6	86%	9	90%	10	100%	16	78%	9	47%	4	40%	3	75%	0	0%	59	71%
5 Remove photos	6	86%	8	80%	7	70%	14	61%	10	53%	4	40%	3	75%	0	0%	52	63%
6 Remove newsprint, etc.	6	86%	6	80%	7	70%	13	57%	6	42%	6	60%	3	75%	0	0%	51	61%
7 Humidify and flatten	2	29%	3	30%	3	30%	2	9%	0	0%	2	20%	0	0%	0	0%	12	14%
45. Disaster plan prepared?	n=	8	n=	10	n=	12	n=	30	n=	28	n=	18	n=	7	n=	0	n=	113
1 No	3	38%	2	20%	3	25%	21	70%	23	82%	14	78%	5	71%	0	0%	71	63%
2 Yes	3	38%	3	30%	5	42%	4	13%	3	11%	1	6%	0	0%	0	0%	19	17%
3 In preparation	2	25%	5	50%	4	33%	5	17%	2	7%	3	17%	2	29%	0	0%	23	20%
45a. Disaster plan components?	n=	6	n=	8	n=	9	n=	11	n=	5	n=	4	n=	2	n=	0	n=	45
1 Response outline	6	100%	7	88%	6	67%	10	91%	4	80%	2	50%	2	100%	0	0%	37	82%
2 Supplies stored off-site	5	83%	6	75%	3	33%	7	64%	3	60%	3	75%	1	50%	0	0%	26	62%
3 Emergency supplies list	6	100%	8	100%	8	89%	11	100%	4	80%	2	50%	2	100%	0	0%	41	91%
4 Description of emergency procedures	6	100%	8	100%	9	100%	10	91%	3	60%	4	100%	2	100%	0	0%	42	93%
5 Recovery priorities	4	67%	7	88%	5	56%	6	55%	2	40%	2	50%	2	100%	0	0%	26	62%
6 List of staff volunteers	4	67%	7	88%	5	56%	6	55%	2	40%	1	25%	1	50%	0	0%	26	58%
7 Community resources	5	83%	7	88%	5	56%	9	82%	5	100%	4	100%	2	100%	0	0%	37	82%
8 Conservation experts	6	100%	6	75%	5	56%	10	91%	4	80%	3	75%	2	100%	0	0%	36	80%
51. Preservation money allocated?	n=	8	n=	10	n=	12	n=	31	n=	27	n=	18	n=	7	n=	0	n=	113
1 No	1	13%	1	10%	0	0%	13	42%	15	56%	11	61%	4	57%	0	0%	45	40%
2 Yes	7	88%	9	90%	12	100%	16	58%	12	44%	7	39%	3	43%	0	0%	68	60%

APPENDIX E

SPECIAL LIBRARIES BY SIZE OF BOOK COLLECTION

	1,000,000		500,000-999,999		250,000-499,000		100,000-249,999		50,000-99,999		10,000-49,999		UNDER 10,000		NO BOOKS		ALL	
	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%
3. Predominant material facility construction	n=	3	n=	2	n=	1	n=	7	n=	5	n=	12	n=	22	n=	1	n=	53
1 Stone	2	67%	1	50%	1	100%	3	43%	1	20%	1	8%	6	27%	0	0%	15	28%
2 Brick	1	33%	2	100%	0	0%	4	57%	4	80%	10	83%	9	41%	1	100%	31	58%
3 Wood	1	33%	0	0%	0	0%	0	0%	3	60%	1	8%	10	45%	0	0%	15	28%
4 Concrete	1	33%	1	50%	0	0%	4	57%	3	60%	8	67%	6	27%	1	100%	24	45%
5 Glass	1	33%	1	50%	0	0%	3	43%	2	40%	2	17%	4	18%	0	0%	13	25%
8 Steel	2	67%	1	50%	1	100%	5	71%	2	40%	2	17%	5	23%	0	0%	18	34%
7 Don't know	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
4. Condition of roof and exterior walls	n=	3	n=	2	n=	1	n=	6	n=	5	n=	12	n=	21	n=	1	n=	51
1 Good condition	1	33%	2	100%	1	100%	5	83%	4	80%	9	75%	14	67%	1	100%	37	73%
2 Exterior walls are insulated	1	33%	0	0%	1	100%	2	33%	2	40%	3	25%	4	19%	1	100%	14	27%
3 Exterior walls not insulated	1	33%	1	50%	0	0%	2	33%	2	40%	4	33%	9	43%	0	0%	19	37%
4 Condensation occurs on walls/windows	0	0%	1	50%	0	0%	1	17%	0	0%	2	17%	1	5%	0	0%	5	10%
5 Exterior walls leak	1	33%	0	0%	0	0%	0	0%	0	0%	2	17%	2	10%	0	0%	5	10%
8 Roof/attic is insulated	0	0%	1	50%	1	100%	3	50%	2	40%	4	33%	6	29%	1	100%	18	35%
7 Roof/attic is not insulated	1	33%	1	50%	0	0%	1	17%	0	0%	4	33%	7	33%	0	0%	14	27%
8 Water accumulates on roof	0	0%	0	0%	0	0%	2	33%	0	0%	3	25%	1	5%	0	0%	8	12%
9 Roof leaks	0	0%	0	0%	0	0%	0	0%	0	0%	4	33%	2	10%	0	0%	8	12%
10 Don't know	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	2	10%	0	0%	2	4%
5. Which of the rooms exist in your facility?	n=	3	n=	2	n=	1	n=	7	n=	5	n=	12	n=	21	n=	1	n=	52
1 None	0	0%	0	0%	0	0%	0	0%	2	40%	2	17%	1	5%	1	100%	8	12%
2 Attic	1	33%	0	0%	1	100%	0	0%	0	0%	6	50%	7	33%	0	0%	15	29%
3 Basement stacks	2	67%	2	100%	0	0%	5	71%	3	60%	7	58%	7	33%	0	0%	28	50%
4 Storage room(s)	3	100%	2	100%	0	0%	4	57%	2	40%	5	42%	15	71%	0	0%	31	60%
5 Non-stack basement	0	0%	1	50%	0	0%	2	29%	0	0%	6	50%	9	43%	0	0%	18	35%
5a. What is the condition of the attic?	n=	1	n=	0	n=	1	n=	0	n=	0	n=	5	n=	7	n=	0	n=	14
1 Clean	0	0%	0	0%	1	100%	0	0%	0	0%	4	80%	5	71%	0	0%	10	71%
2 Cluttered	1	100%	0	0%	1	100%	0	0%	0	0%	1	20%	0	0%	0	0%	3	21%
3 Dirty	1	100%	0	0%	0	0%	0	0%	0	0%	1	20%	2	29%	0	0%	4	29%
4 Dry	0	0%	0	0%	1	100%	0	0%	0	0%	1	20%	6	86%	0	0%	8	57%
5 Wet	0	0%	0	0%	0	0%	0	0%	0	0%	1	20%	0	0%	0	0%	1	7%
8 Rodents	0	0%	0	0%	0	0%	0	0%	0	0%	1	20%	0	0%	0	0%	1	7%
7 Insects	0	0%	0	0%	0	0%	0	0%	0	0%	1	20%	0	0%	0	0%	1	7%
8 Mold	0	0%	0	0%	0	0%	0	0%	0	0%	2	40%	0	0%	0	0%	2	14%
5a. What is the condition of the basement stacks?	n=	2	n=	2	n=	0	n=	5	n=	2	n=	7	n=	5	n=	0	n=	23
1 Clean	1	50%	2	100%	0	0%	1	20%	2	100%	4	57%	4	80%	0	0%	14	61%
2 Cluttered	1	50%	0	0%	0	0%	1	20%	1	50%	2	29%	2	40%	0	0%	7	30%
3 Dirty	1	50%	0	0%	0	0%	3	60%	0	0%	0	0%	0	0%	0	0%	4	17%
4 Dry	0	0%	2	100%	0	0%	2	40%	1	50%	0	0%	4	80%	0	0%	9	39%
5 Wet	1	50%	0	0%	0	0%	1	20%	1	50%	2	29%	1	20%	0	0%	6	26%
8 Rodents	0	0%	0	0%	0	0%	1	20%	0	0%	2	29%	0	0%	0	0%	3	13%
7 Insects	0	0%	1	50%	0	0%	1	20%	0	0%	3	43%	0	0%	0	0%	5	22%
8 Mold	0	0%	0	0%	0	0%	3	60%	0	0%	1	14%	0	0%	0	0%	4	17%
5a. What is the condition of the storage rooms?	n=	2	n=	2	n=	0	n=	4	n=	2	n=	4	n=	15	n=	0	n=	29
1 Clean	0	0%	2	100%	0	0%	3	75%	2	100%	3	75%	13	87%	0	0%	23	79%
2 Cluttered	2	100%	1	50%	0	0%	1	25%	0	0%	1	25%	4	27%	0	0%	9	31%
3 Dirty	2	100%	0	0%	0	0%	2	50%	0	0%	0	0%	1	7%	0	0%	5	17%
4 Dry	1	50%	2	100%	0	0%	2	50%	2	100%	0	0%	8	53%	0	0%	15	52%
5 Wet	0	0%	0	0%	0	0%	0	0%	0	0%	1	25%	1	7%	0	0%	2	7%
8 Rodents	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	1	7%	0	0%	1	3%
7 Insects	0	0%	0	0%	0	0%	0	0%	0	0%	1	25%	0	0%	0	0%	1	3%
8 Mold	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	1	7%	0	0%	1	3%
5a. What is the condition of the non-stack basement?	n=	0	n=	1	n=	0	n=	2	n=	0	n=	5	n=	10	n=	0	n=	18
1 Clean	0	0%	1	100%	0	0%	2	100%	0	0%	4	80%	4	40%	0	0%	11	61%
2 Cluttered	0	0%	0	0%	0	0%	0	0%	0	0%	1	20%	4	40%	0	0%	5	28%
3 Dirty	0	0%	0	0%	0	0%	0	0%	0	0%	1	20%	3	30%	0	0%	4	22%
4 Dry	0	0%	1	100%	0	0%	1	50%	0	0%	1	20%	4	40%	0	0%	7	39%
5 Wet	0	0%	0	0%	0	0%	0	0%	0	0%	1	20%	3	30%	0	0%	4	22%
8 Rodents	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	2	20%	0	0%	2	11%
7 Insects	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	1	10%	0	0%	1	6%
8 Mold	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	4	40%	0	0%	4	22%

	1,000,000		500,000-999,999		250,000-499,000		100,000-249,999		50,000-99,999		10,000-49,999		UNDER 10,000		NO BOOKS		ALL	
	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%
6. Type of security system?	n=	3	n=	2	n=	1	n=	7	n=	5	n=	11	n=	21	n=	1	n=	51
1 None	0	0%	0	0%	0	0%	1	14%	1	20%	2	18%	4	19%	0	0%	8	16%
2 Shared system	2	67%	0	0%	1	100%	5	71%	4	80%	4	36%	10	48%	1	100%	27	53%
3 Burglar alarms	2	67%	2	100%	0	0%	2	29%	3	60%	6	55%	10	48%	0	0%	25	49%
4 Motion detectors	1	33%	2	100%	0	0%	3	43%	3	60%	5	45%	11	52%	0	0%	25	49%
5 After-hours guard	2	67%	0	0%	1	100%	5	71%	0	0%	4	36%	4	19%	1	100%	17	33%
6 Computerized system	1	33%	1	50%	0	0%	1	14%	2	40%	0	0%	4	19%	0	0%	9	18%
7 Electronics at exit	2	67%	0	0%	0	0%	2	29%	2	40%	4	36%	3	14%	0	0%	13	25%
7. Arereas covered by HVAC?	n=	3	n=	2	n=	1	n=	7	n=	3	n=	10	n=	16	n=	1	n=	43
1 General books	1	33%	1	50%	1	100%	3	43%	3	100%	7	70%	9	56%	0	0%	25	58%
2 Special collections	3	100%	2	100%	1	100%	6	86%	2	67%	9	90%	13	81%	1	100%	37	86%
3 Administrative areas	2	67%	1	50%	1	100%	5	71%	2	67%	8	80%	10	63%	1	100%	30	70%
4 Don't know	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	1	6%	0	0%	1	2%
8. Components?	n=	2	n=	2	n=	1	n=	7	n=	3	n=	11	n=	21	n=	1	n=	48
1 Heating	2	100%	2	100%	1	100%	7	100%	3	100%	10	91%	20	95%	1	100%	46	96%
2 Ventilation	2	100%	1	50%	1	100%	4	57%	3	100%	8	73%	9	43%	1	100%	29	60%
3 Air-conditioning	2	100%	2	100%	1	100%	6	86%	3	100%	9	82%	13	62%	1	100%	37	77%
4 Humidity control	0	0%	2	100%	1	100%	4	57%	2	67%	8	73%	4	19%	1	100%	22	46%
5 Don't know	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	1	5%	0	0%	1	2%
9. What areas are covered by AC?	n=	2	n=	2	n=	1	n=	7	n=	3	n=	9	n=	13	n=	0	n=	37
1 General books	1	50%	1	50%	1	100%	3	43%	3	100%	6	67%	7	54%	0	0%	22	59%
2 Special collections	2	100%	2	100%	1	100%	6	86%	2	67%	8	89%	11	85%	0	0%	32	86%
3 Administrative areas	1	50%	1	50%	1	100%	6	86%	2	67%	8	89%	10	77%	0	0%	29	78%
4 Don't know	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	1	8%	0	0%	1	3%
9a. Where is the chiller located?	n=	2	n=	2	n=	1	n=	7	n=	1	n=	9	n=	13	n=	1	n=	36
1 Roof	1	50%	2	100%	0	0%	1	14%	1	100%	1	11%	3	23%	0	0%	9	25%
2 Outside on the grounds	0	0%	0	0%	0	0%	0	0%	0	0%	3	33%	2	15%	0	0%	5	14%
3 Mechanical room	1	50%	1	50%	1	100%	4	57%	1	100%	5	56%	6	46%	1	100%	20	56%
4 Windows	0	0%	0	0%	0	0%	3	43%	1	100%	2	22%	5	38%	0	0%	11	31%
10. Constant control possible?	n=	2	n=	2	n=	1	n=	7	n=	4	n=	11	n=	20	n=	1	n=	48
1 No	1	50%	1	50%	0	0%	3	43%	1	25%	4	36%	15	75%	0	0%	25	52%
2 Yes	1	50%	1	50%	1	100%	4	57%	3	75%	7	64%	5	25%	1	100%	23	48%
11. Constant setting?	n=	2	n=	2	n=	1	n=	5	n=	3	n=	8	n=	9	n=	1	n=	31
1 No	0	0%	0	0%	0	0%	2	40%	0	0%	3	38%	2	22%	0	0%	7	23%
2 Don't know	0	0%	0	0%	0	0%	0	0%	0	0%	1	13%	3	33%	0	0%	4	13%
3 Yes	2	100%	2	100%	1	100%	3	60%	3	100%	4	50%	4	44%	1	100%	20	65%
11a. Setting of Air-conditioning?	n=	2	n=	1	n=	1	n=	4	n=	3	n=	6	n=	9	n=	1	n=	27
60-63	0	0%	0	0%	0	0%	0	0%	0	0%	1	17%	1	11%	0	0%	2	7%
64-67	0	0%	0	0%	1	100%	0	0%	1	33%	1	17%	0	0%	0	0%	3	11%
68-71	2	100%	1	100%	0	0%	2	50%	2	67%	0	0%	3	33%	1	100%	11	41%
72-75	0	0%	0	0%	0	0%	1	25%	0	0%	3	50%	2	22%	0	0%	6	22%
76-79	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
Don't know	0	0%	0	0%	0	0%	1	25%	0	0%	1	17%	3	33%	0	0%	5	19%
11a. Setting of heating?	n=	2	n=	1	n=	1	n=	4	n=	3	n=	6	n=	12	n=	1	n=	30
60-63	0	0%	0	0%	0	0%	0	0%	0	0%	1	17%	0	0%	0	0%	1	3%
64-67	1	50%	0	0%	1	100%	0	0%	1	33%	1	17%	1	8%	0	0%	5	17%
68-71	1	50%	1	100%	0	0%	3	75%	2	67%	3	50%	7	58%	1	100%	18	60%
72-75	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
76-79	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	1	8%	0	0%	1	3%
Don't know	0	0%	0	0%	0	0%	1	25%	0	0%	1	17%	3	25%	0	0%	5	17%

	1,000,000		500,000-999,999		250,000-499,000		100,000-249,999		50,000-99,999		10,000-49,999		UNDER 10,000		NO BOOKS		ALL	
	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%
11b. AC turned down or shut off?	n=	2	n=	1	n=	1	n=	4	n=	3	n=	7	n=	10	n=	0	n=	28
1 No	2	100%	1	100%	1	100%	2	50%	1	33%	4	57%	2	20%	0	0%	13	46%
2 Don't know	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	1	10%	0	0%	1	4%
3 Yes	0	0%	0	0%	0	0%	2	50%	2	67%	3	43%	7	70%	0	0%	14	50%
11b. Heat turned down or shut off?	n=	2	n=	1	n=	1	n=	3	n=	3	n=	6	n=	11	n=	0	n=	27
1 No	2	100%	1	100%	1	100%	1	33%	2	67%	5	83%	2	18%	0	0%	14	52%
2 Don't know	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	1	9%	0	0%	1	4%
3 Yes	0	0%	0	0%	0	0%	2	67%	1	33%	1	17%	8	73%	0	0%	12	44%
11b. Ventilation turned down or shut off?	n=	2	n=	1	n=	1	n=	2	n=	2	n=	6	n=	4	n=	0	n=	18
1 No	2	100%	0	0%	1	100%	2	100%	1	50%	4	67%	2	50%	0	0%	12	67%
2 Don't know	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	1	25%	0	0%	1	6%
3 Yes	0	0%	1	100%	0	0%	0	0%	1	50%	2	33%	1	25%	0	0%	5	28%
11c. Humidity control devices used?	n=	2	n=	1	n=	1	n=	3	n=	3	n=	8	n=	7	n=	1	n=	26
1 Portable humidifiers	0	0%	1	100%	0	0%	0	0%	0	0%	3	38%	0	0%	0	0%	4	15%
2 Portable dehumidifiers	1	50%	1	100%	0	0%	0	0%	1	33%	3	38%	1	14%	0	0%	7	27%
3 System humidification	0	0%	1	100%	1	100%	3	100%	2	67%	4	50%	0	0%	1	100%	12	46%
4 System dehumidification	0	0%	1	100%	1	100%	1	33%	1	33%	5	63%	3	43%	1	100%	13	50%
12. Separate HVAC for special collections?	n=	3	n=	2	n=	1	n=	7	n=	4	n=	11	n=	20	n=	1	n=	49
1 No	1	33%	0	0%	1	100%	2	29%	3	75%	6	55%	18	80%	0	0%	29	59%
2 Yes	2	67%	2	100%	0	0%	5	71%	1	25%	5	45%	4	20%	1	100%	20	41%
12a. Constant control?	n=	2	n=	2	n=	0	n=	6	n=	1	n=	6	n=	7	n=	1	n=	25
1 No	2	100%	1	50%	0	0%	2	33%	1	100%	1	17%	4	57%	0	0%	11	44%
2 Yes	0	0%	1	50%	0	0%	4	67%	0	0%	5	83%	3	43%	1	100%	14	56%
12b. Constant setting?	n=	2	n=	1	n=	0	n=	6	n=	1	n=	6	n=	7	n=	1	n=	24
1 No	0	0%	0	0%	0	0%	2	33%	0	0%	1	17%	3	43%	0	0%	6	25%
2 Don't know	0	0%	0	0%	0	0%	1	17%	1	100%	0	0%	1	14%	0	0%	3	13%
3 Yes	2	100%	1	100%	0	0%	3	50%	0	0%	5	83%	3	43%	1	100%	15	63%
12c. Setting of Air-conditioning?	n=	1	n=	1	n=	0	n=	3	n=	1	n=	5	n=	2	n=	1	n=	14
60-63	0	0%	0	0%	0	0%	0	0%	0	0%	1	20%	1	50%	0	0%	2	14%
64-67	0	0%	0	0%	0	0%	0	0%	0	0%	1	20%	0	0%	0	0%	1	7%
68-71	1	100%	1	100%	0	0%	2	67%	0	0%	1	20%	1	50%	1	100%	7	50%
72-75	0	0%	0	0%	0	0%	1	33%	0	0%	2	40%	0	0%	0	0%	3	21%
76-79	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
Don't know	0	0%	0	0%	0	0%	0	0%	1	100%	0	0%	0	0%	0	0%	1	7%
12c. Setting of heating?	n=	1	n=	1	n=	0	n=	3	n=	1	n=	5	n=	4	n=	1	n=	16
60-63	0	0%	0	0%	0	0%	0	0%	0	0%	1	20%	1	25%	0	0%	2	13%
64-67	1	100%	0	0%	0	0%	0	0%	0	0%	0	0%	1	25%	0	0%	2	13%
68-71	0	0%	1	100%	0	0%	3	100%	0	0%	4	80%	2	50%	1	100%	11	69%
72-75	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
76-79	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
Don't know	0	0%	0	0%	0	0%	0	0%	1	100%	0	0%	0	0%	0	0%	1	6%
12d. AC turned down or shut off?	n=	1	n=	1	n=	0	n=	3	n=	1	n=	6	n=	3	n=	1	n=	16
1 No	1	100%	1	100%	0	0%	2	87%	0	0%	5	83%	0	0%	1	100%	10	63%
2 Don't know	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
3 Yes	0	0%	0	0%	0	0%	1	33%	1	100%	1	17%	3	100%	0	0%	6	38%
12d. Heat turned down or shut off?	n=	1	n=	1	n=	0	n=	2	n=	1	n=	5	n=	5	n=	1	n=	18
1 No	1	100%	1	100%	0	0%	1	50%	0	0%	5	100%	0	0%	1	100%	9	56%
2 Don't know	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
3 Yes	0	0%	0	0%	0	0%	1	50%	1	100%	0	0%	5	100%	0	0%	7	44%

	1,000,000		500,000-999,999		250,000-499,000		100,000-249,999		50,000-99,999		10,000-49,999		UNDER 10,000		NO BOOKS		ALL	
	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%
12d. Ventilation turned down or shut off?	n=	1	n=	1	n=	0	n=	1	n=	1	n=	6	n=	0	n=	1	n=	11
1 No	1	100%	0	0%	0	0%	1	100%	0	0%	4	67%	0	0%	1	100%	7	64%
2 Don't know	0	0%	0	0%	0	0%	0	0%	0	0%	2	33%	0	0%	0	0%	2	18%
3 Yes	0	0%	1	100%	0	0%	0	0%	1	100%	0	0%	0	0%	0	0%	2	18%
12e. Humidity control devices used?	n=	1	n=	1	n=	0	n=	3	n=	1	n=	6	n=	2	n=	1	n=	15
1 Portable humidifiers	0	0%	1	100%	0	0%	0	0%	0	0%	1	17%	1	50%	0	0%	3	20%
2 Portable dehumidifiers	1	100%	1	100%	0	0%	0	0%	1	100%	2	33%	1	50%	0	0%	6	40%
3 System humidification	0	0%	1	100%	0	0%	3	100%	0	0%	4	67%	0	0%	1	100%	9	60%
4 System dehumidification	0	0%	1	100%	0	0%	3	100%	0	0%	5	83%	0	0%	1	100%	10	67%
13. Environmental monitoring devices?	n=	3	n=	2	n=	1	n=	5	n=	5	n=	12	n=	19	n=	1	n=	48
1 None	1	33%	0	0%	0	0%	1	20%	1	20%	1	8%	5	26%	0	0%	9	19%
2 Thermostat	1	33%	1	50%	0	0%	3	60%	4	80%	10	83%	12	63%	1	100%	32	67%
3 Thermometer	0	0%	1	50%	1	100%	2	40%	1	20%	3	25%	6	42%	0	0%	16	33%
4 Hygrometer	0	0%	1	50%	0	0%	1	20%	2	40%	3	25%	2	11%	0	0%	9	19%
5 Thermohygrometer	0	0%	1	50%	0	0%	0	0%	1	20%	3	25%	3	16%	0	0%	8	17%
6 Hygrothermograph	2	67%	2	100%	1	100%	1	20%	1	20%	6	50%	3	16%	0	0%	16	33%
7 Sling psychrometer	1	33%	1	50%	0	0%	0	0%	1	20%	3	25%	1	5%	0	0%	7	15%
8 Battery-operated psychrometer	0	0%	0	0%	0	0%	0	0%	1	20%	0	0%	0	0%	0	0%	1	2%
14. Reduction of entering light?	n=	3	n=	2	n=	1	n=	7	n=	5	n=	12	n=	16	n=	1	n=	49
1 No windows	1	33%	0	0%	0	0%	2	29%	1	20%	3	25%	0	0%	1	100%	6	16%
2 Nothing done	2	67%	0	0%	0	0%	1	14%	2	40%	1	8%	6	44%	0	0%	14	29%
3 Light-filtering film	0	0%	1	50%	1	100%	0	0%	0	0%	4	33%	2	11%	0	0%	8	16%
4 Light-filtering glass	0	0%	1	50%	0	0%	0	0%	1	20%	2	17%	0	0%	0	0%	4	8%
5 Shades	0	0%	2	100%	0	0%	5	71%	3	60%	6	67%	7	39%	0	0%	25	51%
6 Curtains	0	0%	1	50%	0	0%	2	29%	1	20%	6	50%	1	6%	0	0%	11	22%
7 Roof overhangs	0	0%	0	0%	0	0%	1	14%	0	0%	0	0%	1	6%	0	0%	2	4%
8 Awnings	0	0%	1	50%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	1	2%
15. Reduction of UV radiation inside?	n=	3	n=	2	n=	1	n=	6	n=	5	n=	11	n=	19	n=	1	n=	48
1 None	1	33%	0	0%	0	0%	3	50%	2	40%	0	0%	12	63%	0	0%	18	38%
2 UV-filtering sleeves	2	67%	2	100%	1	100%	2	33%	3	60%	10	91%	1	5%	1	100%	22	46%
3 Low UV fluorescent tubes	1	33%	1	50%	0	0%	0	0%	1	20%	3	27%	3	16%	1	100%	10	21%
4 UF-3 or UF-4 plexiglass	0	0%	1	50%	0	0%	0	0%	1	20%	2	18%	2	11%	0	0%	6	13%
5 UV-filtering film	0	0%	0	0%	1	100%	0	0%	0	0%	2	18%	1	5%	0	0%	4	8%
6 Lights turned on and off	0	0%	1	50%	0	0%	1	17%	2	40%	4	38%	3	18%	0	0%	11	23%
16. Fire detection/suppression systems installed?	n=	3	n=	2	n=	1	n=	7	n=	5	n=	12	n=	22	n=	1	n=	53
1 No	0	0%	0	0%	0	0%	1	14%	0	0%	0	0%	4	18%	0	0%	5	9%
2 Don't know	0	0%	0	0%	0	0%	1	14%	0	0%	0	0%	0	0%	0	0%	1	2%
3 Yes	3	100%	2	100%	1	100%	5	71%	5	100%	12	100%	16	82%	1	100%	47	89%
16a. Type of system?	n=	3	n=	2	n=	1	n=	5	n=	5	n=	11	n=	16	n=	1	n=	44
1 Fire extinguishers	3	100%	2	100%	1	100%	5	100%	5	100%	11	100%	12	75%	1	100%	40	91%
2 Wet pipe sprinklers	0	0%	0	0%	0	0%	3	60%	3	60%	2	18%	4	25%	1	100%	13	30%
3 Dry pipe sprinklers	0	0%	0	0%	0	0%	2	40%	0	0%	1	9%	3	19%	0	0%	6	14%
4 Halon	1	33%	2	100%	0	0%	1	20%	0	0%	3	27%	1	6%	0	0%	8	18%
5 Smoke detectors	1	33%	2	100%	0	0%	4	80%	2	40%	6	55%	12	75%	1	100%	28	64%
6 Heat detectors	2	67%	2	100%	1	100%	5	100%	2	40%	5	45%	5	31%	1	100%	23	52%
7 Ionization detectors	0	0%	1	50%	0	0%	1	20%	2	40%	2	18%	2	13%	0	0%	8	18%
16b. Where are these systems installed (Everywhere)?	n=	2	n=	2	n=	1	n=	5	n=	5	n=	10	n=	15	n=	0	n=	40
1 Fire extinguishers	2	100%	2	100%	0	0%	5	100%	5	100%	9	90%	11	73%	0	0%	34	85%
2 Wet pipe sprinklers	0	0%	0	0%	0	0%	1	20%	2	40%	3	30%	4	27%	0	0%	10	25%
3 Dry pipe sprinklers	0	0%	0	0%	0	0%	1	20%	0	0%	1	10%	3	20%	0	0%	5	13%
4 Halon	1	50%	0	0%	0	0%	0	0%	0	0%	1	10%	0	0%	0	0%	2	5%
5 Smoke detectors	0	0%	2	100%	1	100%	4	80%	2	40%	4	40%	11	73%	0	0%	24	60%
6 Heat detectors	1	50%	2	100%	0	0%	5	100%	2	40%	6	60%	6	40%	0	0%	22	55%
7 Ionization detectors	0	0%	1	50%	0	0%	1	20%	2	40%	0	0%	2	13%	0	0%	6	15%

	1,000,000		500,000-999,999		250,000-499,000		100,000-249,999		50,000-99,999		10,000-49,999		UNDER 10,000		NO BOOKS		ALL	
	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%
16b. Where are these systems installed (Storage areas)?	n=	0	n=	0	n=	0	n=	1	n=	1	n=	4	n=	2	n=	0	n=	8
1 Fire extinguishers	0	0%	0	0%	0	0%	1	100%	1	100%	2	50%	0	0%	0	0%	4	50%
2 Wet pipe sprinklers	0	0%	0	0%	0	0%	1	100%	1	100%	1	25%	0	0%	0	0%	3	38%
3 Dry pipe sprinklers	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
4 Halon	0	0%	0	0%	0	0%	0	0%	0	0%	1	25%	0	0%	0	0%	1	13%
5 Smoke detectors	0	0%	0	0%	0	0%	1	100%	1	100%	1	25%	1	50%	0	0%	4	50%
6 Heat detectors	0	0%	0	0%	0	0%	1	100%	1	100%	0	0%	1	50%	0	0%	3	38%
7 Ionization detectors	0	0%	0	0%	0	0%	0	0%	1	100%	0	0%	0	0%	0	0%	1	13%
16b. Where are these systems installed (Vault)?	n=	1	n=	1	n=	0	n=	0	n=	1	n=	2	n=	3	n=	0	n=	8
1 Fire extinguishers	1	100%	0	0%	0	0%	0	0%	1	100%	1	50%	1	33%	0	0%	4	50%
2 Wet pipe sprinklers	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
3 Dry pipe sprinklers	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	1	33%	0	0%	1	13%
4 Halon	0	0%	1	100%	0	0%	0	0%	0	0%	1	50%	0	0%	0	0%	2	25%
5 Smoke detectors	1	100%	0	0%	0	0%	0	0%	1	100%	0	0%	0	0%	0	0%	2	25%
6 Heat detectors	1	100%	0	0%	0	0%	0	0%	1	100%	0	0%	1	33%	0	0%	3	38%
7 Ionization detectors	0	0%	0	0%	0	0%	0	0%	1	100%	0	0%	0	0%	0	0%	1	13%
16b. Where are these systems installed (Spec. collect.)?	n=	0	n=	2	n=	0	n=	1	n=	1	n=	3	n=	3	n=	0	n=	10
1 Fire extinguishers	0	0%	0	0%	0	0%	1	100%	1	100%	2	67%	1	33%	0	0%	5	50%
2 Wet pipe sprinklers	0	0%	0	0%	0	0%	0	0%	0	0%	1	33%	0	0%	0	0%	1	10%
3 Dry pipe sprinklers	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
4 Halon	0	0%	2	100%	0	0%	0	0%	0	0%	0	0%	1	33%	0	0%	3	30%
5 Smoke detectors	0	0%	0	0%	0	0%	1	100%	1	100%	1	33%	0	0%	0	0%	3	30%
6 Heat detectors	0	0%	0	0%	0	0%	1	100%	1	100%	0	0%	1	33%	0	0%	3	30%
7 Ionization detectors	0	0%	0	0%	0	0%	0	0%	1	100%	0	0%	0	0%	0	0%	1	10%
16c. Inspected regularly?	n=	3	n=	2	n=	1	n=	5	n=	5	n=	11	n=	18	n=	1	n=	46
1 No	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	2	11%	0	0%	2	4%
2 Annually	2	67%	0	0%	1	100%	0	0%	2	40%	6	55%	4	22%	0	0%	15	33%
3 Twice a Year	1	33%	0	0%	0	0%	2	40%	1	20%	3	27%	6	33%	0	0%	13	28%
4 More than twice a year	0	0%	2	100%	0	0%	3	60%	1	20%	1	9%	2	11%	1	100%	10	22%
5 Don't know	0	0%	0	0%	0	0%	0	0%	1	20%	1	9%	4	22%	0	0%	6	13%
16d. How are they inspected?	n=	3	n=	2	n=	1	n=	5	n=	5	n=	11	n=	14	n=	1	n=	42
1 With a match	0	0%	0	0%	0	0%	0	0%	0	0%	1	9%	0	0%	0	0%	1	2%
2 Professionally-trained personnel	3	100%	2	100%	1	100%	5	100%	3	60%	10	91%	10	71%	1	100%	35	83%
3 Fire marshall	0	0%	0	0%	0	0%	0	0%	0	0%	1	9%	3	21%	0	0%	4	10%
4 Don't know	0	0%	0	0%	0	0%	0	0%	2	40%	0	0%	2	14%	0	0%	4	10%
17. Connected to fire department?	n=	3	n=	2	n=	1	n=	5	n=	5	n=	11	n=	18	n=	1	n=	46
1 No	0	0%	0	0%	1	100%	1	20%	2	40%	3	27%	6	33%	1	100%	14	30%
2 Yes	3	100%	2	100%	0	0%	4	80%	3	60%	8	73%	12	67%	0	0%	32	70%
18. Are water alarms present?	n=	3	n=	2	n=	0	n=	6	n=	5	n=	12	n=	19	n=	1	n=	48
1 No	3	100%	1	50%	0	0%	5	83%	3	60%	10	83%	18	95%	1	100%	41	85%
2 Throughout the facility	0	0%	0	0%	0	0%	1	17%	1	20%	0	0%	0	0%	0	0%	2	4%
3 Selected areas only	0	0%	1	50%	0	0%	0	0%	1	20%	2	17%	1	5%	0	0%	5	10%
19. Has a building survey been done?	n=	3	n=	2	n=	0	n=	7	n=	5	n=	12	n=	21	n=	1	n=	51
1 No	0	0%	0	0%	0	0%	3	43%	4	80%	6	50%	12	57%	1	100%	26	51%
2 Yes	3	100%	2	100%	0	0%	4	57%	1	20%	6	50%	9	43%	0	0%	25	49%
19a. Who performed the building survey?	n=	1	n=	2	n=	1	n=	3	n=	0	n=	5	n=	6	n=	0	n=	18
1 NEDCC	1	100%	0	0%	1	100%	1	33%	0	0%	2	40%	1	17%	0	0%	6	33%
2 Independent Consultant	0	0%	1	50%	0	0%	2	67%	0	0%	3	60%	3	50%	0	0%	9	50%
3 Society of American Archivists	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
4 Staff	0	0%	1	50%	0	0%	0	0%	0	0%	0	0%	2	33%	0	0%	3	17%

	1,000,000		500,000-999,999		250,000-499,000		100,000-249,999		50,000-99,999		10,000-49,999		UNDER 10,000		NO BOOKS		ALL	
	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%
20. Is there a preservation plan?	n=	3	n=	2	n=	1	n=	6	n=	5	n=	9	n=	21	n=	1	n=	48
1 No	3	100%	0	0%	0	0%	4	67%	3	60%	6	67%	16	76%	1	100%	33	69%
2 Yes	0	0%	2	100%	1	100%	2	33%	2	40%	3	33%	5	24%	0	0%	15	31%
21. Has a collection survey been done?	n=	3	n=	2	n=	0	n=	7	n=	5	n=	12	n=	21	n=	1	n=	51
1 No	3	100%	0	0%	0	0%	4	57%	3	60%	2	17%	12	57%	1	100%	25	49%
2 Yes	0	0%	2	100%	0	0%	3	43%	2	40%	10	83%	9	43%	0	0%	26	51%
21a. Who performed the collection survey?	n=	0	n=	2	n=	0	n=	3	n=	2	n=	9	n=	9	n=	0	n=	25
1 NEDCC	0	0%	0	0%	0	0%	0	0%	0	0%	4	44%	3	33%	0	0%	7	28%
2 Independent consultant	0	0%	0	0%	0	0%	0	0%	1	50%	4	44%	2	22%	0	0%	7	28%
3 Staff	0	0%	2	100%	0	0%	3	100%	1	50%	1	11%	4	44%	0	0%	11	44%
23. Person with preservation skills identified?	n=	3	n=	2	n=	1	n=	6	n=	5	n=	11	n=	20	n=	1	n=	49
1 No	1	33%	1	50%	0	0%	2	33%	2	40%	2	18%	9	45%	0	0%	17	35%
2 Yes	2	67%	1	50%	1	100%	4	67%	3	60%	9	82%	11	55%	1	100%	32	65%
24. Person with preservation skills on staff?	n=	3	n=	2	n=	1	n=	7	n=	5	n=	12	n=	18	n=	1	n=	49
1 No	0	0%	0	0%	0	0%	4	57%	3	60%	5	42%	10	56%	1	100%	23	47%
2 Yes	3	100%	2	100%	1	100%	3	43%	2	40%	7	58%	8	44%	0	0%	26	53%
24b. Has this person run workshops for the staff?	n=	3	n=	2	n=	1	n=	4	n=	3	n=	7	n=	8	n=	0	n=	28
1 No	3	100%	1	50%	0	0%	3	75%	2	67%	6	86%	6	75%	0	0%	21	75%
2 Yes	0	0%	1	50%	1	100%	1	25%	1	33%	1	14%	2	25%	0	0%	7	25%
25. Attended preservation education programs?	n=	3	n=	2	n=	1	n=	7	n=	5	n=	11	n=	22	n=	1	n=	52
1 No	0	0%	0	0%	1	100%	2	29%	2	40%	0	0%	10	45%	0	0%	15	29%
2 Regional programs	2	67%	1	50%	0	0%	1	14%	3	60%	8	73%	6	27%	0	0%	21	40%
3 State programs	2	67%	0	0%	0	0%	1	14%	1	20%	4	36%	4	18%	0	0%	12	23%
4 National programs	3	100%	1	50%	0	0%	2	29%	0	0%	4	36%	0	0%	0	0%	10	19%
5 Professional organizations	2	67%	2	100%	0	0%	1	14%	2	40%	5	45%	8	36%	1	100%	21	40%
6 University courses	2	67%	0	0%	0	0%	0	0%	1	20%	3	27%	5	23%	1	100%	12	23%
7 Professional conferences	2	67%	2	100%	0	0%	3	43%	2	40%	3	27%	5	23%	0	0%	17	33%
25a. Preservation topics taught?	n=	3	n=	2	n=	0	n=	6	n=	3	n=	11	n=	11	n=	1	n=	37
1 Environmental controls	3	100%	2	100%	0	0%	5	83%	0	0%	6	55%	5	45%	1	100%	22	59%
2 Basic repairs	2	67%	2	100%	0	0%	2	33%	2	67%	7	64%	2	18%	1	100%	18	49%
3 Storage	2	67%	2	100%	0	0%	5	83%	2	67%	5	45%	7	64%	0	0%	23	62%
4 Proper shelving	0	0%	2	100%	0	0%	5	83%	0	0%	6	55%	6	55%	0	0%	19	51%
5 Care and handling	2	67%	2	100%	0	0%	4	67%	2	87%	9	82%	8	73%	1	100%	28	76%
6 Security	0	0%	2	100%	0	0%	3	50%	0	0%	5	45%	6	55%	1	100%	17	46%
7 Disaster preparedness	2	67%	2	100%	0	0%	5	83%	0	0%	8	73%	8	73%	1	100%	26	70%
8 Protective enclosures	2	67%	2	100%	0	0%	5	83%	2	67%	5	45%	3	27%	1	100%	20	54%
9 Library binding	0	0%	2	100%	0	0%	3	50%	0	0%	4	36%	2	18%	0	0%	11	30%
10 Care of photographs	3	100%	1	50%	0	0%	4	67%	2	67%	7	64%	8	73%	0	0%	25	68%
11 Nature of photographs	2	67%	1	50%	0	0%	3	50%	1	33%	4	36%	6	55%	0	0%	17	46%
12 Conservation of photographs	2	67%	1	50%	0	0%	3	50%	0	0%	3	27%	4	36%	0	0%	13	35%
13 Preservation microfilming	0	0%	1	50%	0	0%	5	83%	0	0%	5	45%	3	27%	0	0%	14	38%
14 Preservation management	0	0%	2	100%	0	0%	4	67%	1	33%	4	36%	6	55%	1	100%	18	49%
15 Conservation treatment	2	67%	2	100%	0	0%	4	67%	1	33%	3	27%	3	27%	1	100%	16	43%
16 Advanced hands-on	0	0%	2	100%	0	0%	1	17%	1	33%	1	9%	1	9%	1	100%	7	19%
17 Deacidification	0	0%	2	100%	0	0%	3	50%	0	0%	2	18%	2	18%	1	100%	10	27%
18 Pest control	0	0%	2	100%	0	0%	2	33%	0	0%	2	18%	3	27%	1	100%	10	27%
26. Familiar with NEDCC?	n=	3	n=	2	n=	1	n=	7	n=	5	n=	12	n=	22	n=	1	n=	53
1 No	0	0%	0	0%	0	0%	0	0%	2	40%	0	0%	6	27%	0	0%	8	15%
2 Yes	3	100%	2	100%	1	100%	7	100%	3	60%	12	100%	16	73%	1	100%	45	85%
26a. Contracted work with NEDCC?	n=	3	n=	2	n=	1	n=	6	n=	3	n=	12	n=	14	n=	1	n=	42
1 No	0	0%	0	0%	0	0%	2	33%	0	0%	4	33%	8	57%	0	0%	14	33%
2 Yes	3	100%	2	100%	1	100%	4	67%	3	100%	8	67%	6	43%	1	100%	28	67%

	1,000,000		500,000-999,999		250,000-499,000		100,000-249,999		50,000-99,999		10,000-49,999		UNDER 10,000		NO BOOKS		ALL	
	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%
26b. Services used?	n=	3	n=	2	n=	1	n=	6	n=	3	n=	7	n=	5	n=	1	n=	28
1 Preservation microfilming	0	0%	0	0%	1	100%	3	50%	1	33%	2	29%	2	40%	1	100%	10	36%
2 Book conservation	1	33%	1	50%	0	0%	2	33%	2	67%	5	71%	2	40%	0	0%	13	46%
3 Surveys	3	100%	0	0%	1	100%	3	50%	2	67%	6	86%	2	40%	0	0%	17	61%
4 Paper conservation	1	33%	2	100%	0	0%	1	17%	1	33%	6	86%	2	40%	0	0%	13	46%
5 Photograph conservation	1	33%	0	0%	0	0%	1	17%	0	0%	3	43%	3	60%	0	0%	6	29%
6 Photographic copying	0	0%	0	0%	0	0%	1	17%	0	0%	0	0%	0	0%	0	0%	1	4%
7 Workshops	2	67%	1	50%	0	0%	2	33%	1	33%	4	57%	2	40%	1	100%	13	46%
6 Disaster assistance	2	67%	0	0%	0	0%	0	0%	1	33%	2	29%	0	0%	0	0%	5	18%
27. Photocopy machines available to patrons?	n=	3	n=	2	n=	1	n=	7	n=	5	n=	12	n=	22	n=	1	n=	53
1 No	1	33%	0	0%	0	0%	2	29%	0	0%	2	17%	7	32%	0	0%	12	23%
2 Yes	2	67%	2	100%	1	100%	5	71%	5	100%	10	83%	15	68%	1	100%	41	77%
27a. Policy regarding use of photocopy machines?	n=	2	n=	2	n=	1	n=	7	n=	4	n=	11	n=	20	n=	1	n=	48
1 No restrictions	1	50%	0	0%	0	0%	0	0%	1	25%	2	16%	4	20%	0	0%	6	17%
2 Certain items not photocopied	1	50%	2	100%	1	100%	6	86%	2	50%	6	73%	4	20%	0	0%	24	50%
3 Certain items by patrons	0	0%	1	50%	0	0%	2	29%	0	0%	6	55%	3	15%	0	0%	12	25%
4 Certain items by staff only	0	0%	1	50%	0	0%	4	57%	1	25%	7	64%	5	25%	0	0%	16	38%
5 All items by staff	1	50%	1	50%	0	0%	2	29%	2	50%	2	18%	10	50%	1	100%	19	40%
28. Is the staff trained to shelve properly?	n=	3	n=	2	n=	1	n=	7	n=	4	n=	12	n=	21	n=	1	n=	51
1 No	2	67%	1	50%	0	0%	2	29%	0	0%	2	17%	10	48%	1	100%	16	35%
2 Yes	1	33%	1	50%	1	100%	5	71%	4	100%	10	83%	11	52%	0	0%	33	65%
28a. How is staff trained to shelve materials?	n=	2	n=	1	n=	1	n=	4	n=	4	n=	9	n=	6	n=	0	n=	29
1 Tilt volume by headcap	0	0%	0	0%	0	0%	1	25%	0	0%	1	11%	1	13%	0	0%	3	10%
2 Push volumes on either side	2	100%	1	100%	0	0%	3	75%	4	100%	6	67%	7	88%	0	0%	23	79%
3 Tilt with pressure on textblock	0	0%	0	0%	1	100%	1	25%	0	0%	3	33%	1	13%	0	0%	6	21%
4 Bookends readjusted	2	100%	1	100%	1	100%	4	100%	3	75%	7	78%	0	0%	0	0%	18	62%
29. Shelving of oversized volumes?	n=	3	n=	2	n=	1	n=	7	n=	4	n=	11	n=	16	n=	0	n=	44
1 Spine up	1	33%	0	0%	0	0%	0	0%	0	0%	3	27%	2	13%	0	0%	6	14%
2 Spine down	1	33%	1	50%	0	0%	1	14%	1	25%	1	9%	5	31%	0	0%	10	23%
3 Upright, separate shelves	2	67%	2	100%	0	0%	3	43%	1	25%	9	62%	6	38%	0	0%	23	52%
4 Flat on separate shelves	2	67%	1	50%	1	100%	7	100%	3	75%	6	73%	12	75%	0	0%	34	77%
30. Paper mended how?	n=	3	n=	2	n=	1	n=	7	n=	4	n=	10	n=	19	n=	1	n=	47
1 None done	1	33%	0	0%	0	0%	3	43%	0	0%	5	50%	11	58%	0	0%	20	43%
2 "Archival" tape	0	0%	0	0%	0	0%	4	57%	3	75%	2	20%	7	37%	1	100%	17	36%
3 Scotch tape	0	0%	0	0%	0	0%	0	0%	0	0%	2	20%	1	5%	0	0%	3	6%
4 Elmer's glue	0	0%	0	0%	0	0%	0	0%	0	0%	1	10%	0	0%	0	0%	1	2%
5 Library paste	0	0%	0	0%	0	0%	1	14%	1	25%	1	10%	2	11%	0	0%	5	11%
6 Japanese tissue and starch paste	2	67%	2	100%	1	100%	1	14%	1	25%	2	20%	2	11%	0	0%	11	23%
7 Heat set tissue	0	0%	0	0%	1	100%	0	0%	0	0%	0	0%	0	0%	0	0%	1	2%
31. Books mended how?	n=	3	n=	2	n=	1	n=	7	n=	4	n=	12	n=	19	n=	0	n=	48
1 Not applicable	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	2	11%	0	0%	2	4%
2 None done	0	0%	0	0%	0	0%	6	86%	1	25%	7	58%	12	63%	0	0%	26	54%
3 Cloth tape	0	0%	0	0%	0	0%	1	14%	1	25%	3	25%	2	11%	0	0%	7	15%
4 "Archival" tape	0	0%	0	0%	0	0%	0	0%	2	50%	1	8%	3	16%	0	0%	6	13%
5 Scotch tape	0	0%	0	0%	0	0%	0	0%	0	0%	1	8%	1	5%	0	0%	2	4%
6 Bookcloth and PVA	2	67%	2	100%	0	0%	1	14%	2	50%	2	17%	0	0%	0	0%	9	19%
7 In-house recasing	3	100%	2	100%	1	100%	1	14%	1	25%	2	17%	0	0%	0	0%	10	21%
32. Oversized prints, etc. housed how?	n=	3	n=	2	n=	0	n=	5	n=	3	n=	10	n=	16	n=	1	n=	40
1 Around or in a tube	0	0%	0	0%	0	0%	1	20%	1	33%	2	20%	4	25%	0	0%	6	20%
2 Rolled in acidic kraft	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	1	6%	0	0%	1	3%
3 Rolled in alkaline kraft	0	0%	0	0%	0	0%	2	40%	0	0%	1	10%	0	0%	0	0%	3	8%
4 Flat in metal map cases	3	100%	2	100%	0	0%	4	80%	3	100%	10	100%	10	63%	0	0%	32	80%
5 Large "archival" boxes	0	0%	0	0%	0	0%	2	40%	2	67%	6	80%	6	38%	1	100%	19	48%

	1,000,000		500,000-999,999		250,000-499,000		100,000-249,999		50,000-99,999		10,000-49,999		UNDER 10,000		NO BOOKS		ALL	
	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%
32a. Oversized prints, etc. housed where?	n=	3	n=	2	n=	0	n=	4	n=	2	n=	11	n=	11	n=	1	n=	34
1 General stacks	0	0%	0	0%	0	0%	0	0%	0	0%	2	18%	6	55%	0	0%	8	24%
2 Special collections	3	100%	1	50%	0	0%	3	75%	2	100%	6	55%	5	45%	1	100%	21	62%
3 Closed stacks	0	0%	2	100%	0	0%	3	75%	1	50%	7	64%	1	9%	0	0%	14	41%
33. Are microforms housed in the facility?	n=	3	n=	2	n=	1	n=	7	n=	5	n=	12	n=	22	n=	1	n=	53
1 No	0	0%	0	0%	0	0%	1	14%	3	60%	4	33%	12	55%	0	0%	20	38%
2 Yes	3	100%	2	100%	1	100%	6	86%	2	40%	8	67%	10	45%	1	100%	33	62%
33a. Types of microforms ?	n=	3	n=	2	n=	1	n=	6	n=	2	n=	8	n=	10	n=	1	n=	33
1 Microfilms	2	67%	2	100%	1	100%	6	100%	2	100%	8	100%	7	70%	1	100%	29	88%
2 Preservation microfilm	1	33%	0	0%	0	0%	3	50%	1	50%	3	38%	2	20%	0	0%	10	30%
3 Microfiche	3	100%	2	100%	1	100%	5	83%	1	50%	6	75%	8	80%	1	100%	27	82%
4 Microcards	1	33%	2	100%	0	0%	0	0%	0	0%	1	13%	1	10%	0	0%	5	15%
33b. Where are the master negatives stored?	n=	3	n=	2	n=	1	n=	4	n=	2	n=	7	n=	7	n=	1	n=	27
1 Off-site storage in a vault	0	0%	1	50%	0	0%	1	25%	1	50%	3	43%	3	43%	1	100%	10	37%
2 General stacks	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
3 Microform reading room	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
4 Special collections	1	33%	1	50%	0	0%	3	75%	1	50%	1	14%	2	29%	1	100%	10	37%
5 Closed stacks	0	0%	0	0%	1	100%	2	50%	0	0%	2	29%	0	0%	0	0%	5	19%
6 Don't have any	2	67%	0	0%	0	0%	0	0%	0	0%	2	29%	2	29%	0	0%	6	22%
7 Don't know	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
33c. Where are the use copies stored?	n=	3	n=	2	n=	1	n=	6	n=	2	n=	6	n=	7	n=	1	n=	28
1 General stacks	0	0%	0	0%	0	0%	1	17%	1	50%	3	50%	2	29%	0	0%	7	25%
2 Microform reading room	1	33%	1	50%	1	100%	3	50%	0	0%	3	50%	2	29%	1	100%	12	43%
3 Special collections	1	33%	1	50%	0	0%	2	33%	1	50%	1	17%	3	43%	0	0%	9	32%
4 Closed stacks	1	33%	0	0%	0	0%	0	0%	1	50%	1	17%	3	43%	0	0%	6	21%
33d. How are microfilms housed?	n=	3	n=	2	n=	1	n=	6	n=	1	n=	8	n=	9	n=	1	n=	31
1 Plastic reels	3	100%	2	100%	1	100%	8	100%	1	100%	8	100%	8	89%	1	100%	30	97%
2 Metal reels	0	0%	1	50%	0	0%	2	33%	0	0%	4	50%	1	11%	0	0%	8	26%
3 Rubber bands	1	33%	1	50%	0	0%	1	17%	0	0%	3	38%	2	22%	0	0%	8	26%
4 Alkaline ties	1	33%	2	100%	0	0%	2	33%	1	100%	4	50%	3	33%	0	0%	13	42%
5 Acidic boxes	2	67%	1	50%	0	0%	0	0%	0	0%	4	50%	1	11%	0	0%	8	26%
6 Alkaline boxes	1	33%	2	100%	1	100%	3	50%	1	100%	5	63%	5	56%	1	100%	19	61%
34. Binder a member of the Library Binding Institute?	n=	3	n=	1	n=	1	n=	6	n=	4	n=	12	n=	16	n=	0	n=	43
1 No	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	1	6%	0	0%	1	2%
2 No binding done	0	0%	0	0%	0	0%	0	0%	2	50%	6	50%	9	56%	0	0%	17	40%
3 Yes	0	0%	1	100%	1	100%	6	100%	2	50%	3	25%	1	6%	0	0%	14	33%
4 Don't know	3	100%	0	0%	0	0%	0	0%	0	0%	3	25%	5	31%	0	0%	11	26%
35. Adheres to LBI stds?	n=	3	n=	1	n=	1	n=	6	n=	2	n=	5	n=	6	n=	0	n=	24
1 No	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	1	17%	0	0%	1	4%
2 Yes	0	0%	1	100%	1	100%	6	100%	2	100%	3	60%	1	17%	0	0%	14	58%
3 Don't know	3	100%	0	0%	0	0%	0	0%	0	0%	2	40%	4	67%	0	0%	9	38%
36. Binding decision-makers?	n=	3	n=	1	n=	1	n=	5	n=	2	n=	6	n=	4	n=	0	n=	22
1 Librarian	3	100%	1	100%	0	0%	5	100%	1	50%	3	50%	4	100%	0	0%	17	77%
2 Binding prep. staff	0	0%	1	100%	1	100%	4	80%	0	0%	1	17%	0	0%	0	0%	7	32%
3 Bindery and library staff	0	0%	0	0%	0	0%	2	40%	1	50%	2	33%	0	0%	0	0%	5	23%
4 Bindery staff	0	0%	0	0%	0	0%	0	0%	0	0%	1	17%	0	0%	0	0%	1	5%
39. Facility houses special collections?	n=	2	n=	2	n=	1	n=	7	n=	5	n=	12	n=	21	n=	1	n=	51
1 No	0	0%	0	0%	0	0%	0	0%	1	20%	0	0%	2	10%	0	0%	3	6%
2 Yes	2	100%	2	100%	1	100%	7	100%	4	80%	12	100%	19	90%	1	100%	48	94%

	1,000,000		500,000-999,999		250,000-499,000		[illegible],000-249,999		50,000-99,999		10,000-49,999		UNDER 10,000		NO BOOKS		ALL	
	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%
39a. Materials in special collections?	n=	2	n=	2	n=	1	n=	7	n=	4	n=	12	n=	19	n=	1	n=	48
1 Rare books	2	100%	2	100%	1	100%	6	86%	4	100%	11	92%	12	63%	0	0%	38	79%
2 Manuscripts	2	100%	2	100%	1	100%	4	57%	4	100%	11	92%	15	79%	1	100%	40	83%
3 Local records	0	0%	2	100%	0	0%	3	43%	0	0%	4	33%	6	32%	0	0%	15	31%
4 Local history	1	50%	2	100%	0	0%	3	43%	2	50%	6	50%	12	63%	0	0%	26	54%
5 Maps	2	100%	2	100%	0	0%	4	57%	3	75%	6	50%	12	63%	0	0%	29	60%
6 Photographs	2	100%	2	100%	0	0%	5	71%	3	75%	11	92%	15	79%	1	100%	39	81%
7 Art works	0	0%	2	100%	1	100%	3	43%	2	50%	7	58%	11	58%	0	0%	26	54%
8 Microforms	1	50%	2	100%	0	0%	4	57%	2	50%	5	42%	6	32%	1	100%	21	44%
9 Audio-visual materials	1	50%	1	50%	0	0%	2	29%	3	75%	7	58%	8	42%	1	100%	23	48%
39b. Where are these collections housed?	n=	2	n=	2	n=	1	n=	8	n=	4	n=	11	n=	13	n=	1	n=	40
1 Special collections	2	100%	2	100%	0	0%	5	83%	2	50%	9	82%	5	38%	1	100%	26	65%
2 Vault	0	0%	1	50%	0	0%	3	50%	1	25%	4	36%	8	62%	0	0%	17	43%
3 Closed stacks	0	0%	2	100%	1	100%	4	67%	4	100%	5	45%	6	46%	0	0%	22	55%
39c. Where are these rooms located?	n=	2	n=	2	n=	1	n=	7	n=	4	n=	12	n=	20	n=	1	n=	49
1 Basement	2	100%	1	50%	0	0%	2	29%	2	50%	7	58%	4	20%	0	0%	18	37%
2 Attic	0	0%	0	0%	0	0%	0	0%	0	0%	1	8%	0	0%	0	0%	1	2%
3 Upper floor	0	0%	2	100%	1	100%	4	57%	1	25%	6	50%	9	45%	1	100%	24	49%
4 Main floor	0	0%	1	50%	0	0%	2	29%	1	25%	5	42%	9	45%	0	0%	18	37%
5 Main building	0	0%	2	100%	1	100%	4	57%	3	75%	7	58%	4	20%	0	0%	21	43%
6 Separate facility	0	0%	0	0%	0	0%	2	29%	2	50%	5	42%	3	15%	1	100%	13	27%
40. Staff access to special collections materials?	n=	1	n=	1	n=	1	n=	6	n=	3	n=	11	n=	14	n=	1	n=	38
1 Open without a key	0	0%	1	100%	1	100%	2	33%	1	33%	5	45%	6	43%	1	100%	17	45%
2 Staff Key	0	0%	1	100%	0	0%	1	17%	1	33%	1	9%	3	21%	0	0%	7	18%
3 Senior staff only	1	100%	0	0%	0	0%	3	50%	1	33%	7	64%	6	43%	0	0%	18	47%
41. Patron access to spec. collections materials?	n=	2	n=	2	n=	1	n=	7	n=	4	n=	12	n=	15	n=	1	n=	44
1 Open browsing	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
2 Materials retrieved and use supervised by staff	2	100%	2	100%	1	100%	7	100%	4	100%	11	92%	13	87%	1	100%	41	93%
3 All materials at same time	0	0%	0	0%	0	0%	2	29%	0	0%	0	0%	3	20%	0	0%	5	11%
4 Materials one at a time	0	0%	1	50%	0	0%	3	43%	1	25%	8	67%	6	40%	1	100%	20	45%
42. Personal materials allowed in RR?	n=	2	n=	2	n=	1	n=	7	n=	2	n=	11	n=	16	n=	1	n=	42
1 No restrictions	0	0%	0	0%	1	100%	5	71%	0	0%	3	27%	8	50%	1	100%	18	43%
2 Paper and pencil only	2	100%	2	100%	0	0%	1	14%	2	100%	7	64%	8	38%	0	0%	20	48%
3 Paper, pens, coats, etc.	0	0%	0	0%	0	0%	1	14%	0	0%	1	9%	2	13%	0	0%	4	10%
4 No materials	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
43. Where are mss./archival materials housed?	n=	2	n=	2	n=	1	n=	8	n=	4	n=	12	n=	18	n=	1	n=	46
1 In file cabinets	0	0%	0	0%	1	100%	2	33%	4	100%	6	50%	14	78%	0	0%	27	59%
2 Corrugated boxes	0	0%	0	0%	0	0%	2	33%	2	50%	1	8%	4	22%	0	0%	9	20%
3 Alkaline boxes	2	100%	2	100%	0	0%	6	100%	3	75%	10	83%	9	50%	1	100%	33	72%
4 Manila folders	0	0%	0	0%	0	0%	1	17%	2	50%	2	17%	5	28%	0	0%	10	22%
5 Alkaline folders	1	50%	2	100%	1	100%	6	100%	2	50%	9	75%	9	50%	1	100%	31	67%
8 Scrapbooks	1	50%	1	50%	0	0%	3	50%	3	75%	6	50%	10	56%	0	0%	24	52%

	1,000,000		500,000-999,999		250,000-499,000		100,000-249,999		50,000-99,999		10,000-49,999		UNDER 10,000		NO BOOKS		ALL	
	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%
44. Routine processing tasks performed?	n=	2	n=	2	n=	1	n=	8	n=	4	n=	12	n=	19	n=	1	n=	47
1 Nothing	0	0%	0	0%	0	0%	0	0%	0	0%	1	8%	4	21%	0	0%	5	11%
2 Remove staples	2	100%	2	100%	1	100%	4	67%	4	100%	9	75%	12	63%	1	100%	35	74%
3 Unfold	2	100%	2	100%	1	100%	4	67%	4	100%	9	75%	11	58%	1	100%	34	72%
4 Placed in alkaline folders	2	100%	2	100%	1	100%	5	83%	3	75%	10	83%	9	47%	1	100%	33	70%
5 Remove photos	2	100%	2	100%	0	0%	5	83%	2	50%	9	75%	12	63%	1	100%	33	70%
6 Remove newsprint, etc.	2	100%	2	100%	0	0%	5	83%	3	75%	9	75%	8	42%	1	100%	30	64%
7 Humidify and flatten	2	100%	0	0%	0	0%	1	17%	0	0%	4	33%	1	5%	0	0%	8	17%
45. Disaster plan prepared?	n=	3	n=	2	n=	1	n=	6	n=	4	n=	12	n=	21	n=	1	n=	50
1 No	0	0%	0	0%	1	100%	3	50%	3	75%	5	42%	16	76%	1	100%	29	58%
2 Yes	2	67%	2	100%	0	0%	2	33%	1	25%	3	25%	2	10%	0	0%	12	24%
3 In preparation	1	33%	0	0%	0	0%	1	17%	0	0%	4	33%	3	14%	0	0%	9	18%
45a. Disaster plan components?	n=	2	n=	2	n=	0	n=	4	n=	1	n=	8	n=	5	n=	0	n=	22
1 Response outline	2	100%	2	100%	0	0%	4	100%	1	100%	7	88%	5	100%	0	0%	21	95%
2 Supplies stored off-site	0	0%	1	50%	0	0%	1	25%	1	100%	2	25%	3	60%	0	0%	8	36%
3 Emergency supplies list	2	100%	2	100%	0	0%	4	100%	1	100%	6	75%	4	80%	0	0%	19	86%
4 Description of emergency procedures	2	100%	2	100%	0	0%	4	100%	1	100%	8	100%	5	100%	0	0%	22	100%
5 Recovery priorities	2	100%	2	100%	0	0%	3	75%	1	100%	6	75%	4	80%	0	0%	18	82%
8 List of staff volunteers	2	100%	2	100%	0	0%	2	50%	1	100%	5	63%	2	40%	0	0%	14	64%
7 Community resources	2	100%	2	100%	0	0%	3	75%	1	100%	5	63%	2	40%	0	0%	15	68%
8 Conservation experts	2	100%	1	50%	0	0%	4	100%	1	100%	6	75%	2	40%	0	0%	16	73%
51. Preservation money allocated?	n=	3	n=	1	n=	1	n=	6	n=	5	n=	11	n=	22	n=	1	n=	50
1 No	0	0%	0	0%	0	0%	1	17%	3	60%	1	9%	13	59%	0	0%	18	36%
2 Yes	3	100%	1	100%	1	100%	5	83%	2	40%	10	91%	9	41%	1	100%	32	64%

APPENDIX F

HISTORICAL SOCIETIES BY SIZE OF BOOK COLLECTION

	1,000,000		500,000-999,999		250,000-499,000		100,000-249,999		50,000-99,999		10,000-49,999		UNDER 10,000		NO BOOKS		ALL	
	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%
3. Predominant material facility construction	n=	0	n=	0	n=	1	n=	0	n=	1	n=	5	n=	91	n=	1	n=	99
1 Stone	0	0%	0	0%	0	0%	0	0%	0	0%	4	80%	16	18%	1	100%	21	21%
2 Brick	0	0%	0	0%	1	100%	0	0%	0	0%	3	80%	36	40%	1	100%	41	41%
3 Wood	0	0%	0	0%	0	0%	0	0%	0	0%	1	20%	68	75%	1	100%	70	71%
4 Concrete	0	0%	0	0%	1	100%	0	0%	1	100%	2	40%	20	22%	0	0%	24	24%
5 Glass	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	13	14%	1	100%	14	14%
6 Steel	0	0%	0	0%	1	100%	0	0%	0	0%	1	20%	11	12%	0	0%	13	13%
7 Don't know	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
4. Condition of roof and exterior walls	n=	0	n=	0	n=	1	n=	0	n=	1	n=	5	n=	91	n=	1	n=	99
1 Good condition	0	0%	0	0%	1	100%	0	0%	1	100%	2	40%	71	78%	1	100%	76	77%
2 Exterior walls are insulated	0	0%	0	0%	0	0%	0	0%	1	100%	1	20%	18	18%	0	0%	18	18%
3 Exterior walls not insulated	0	0%	0	0%	1	100%	0	0%	0	0%	4	80%	53	58%	1	100%	59	60%
4 Condensation occurs on walls/windows	0	0%	0	0%	0	0%	0	0%	0	0%	1	20%	9	10%	0	0%	10	10%
5 Exterior walls leak	0	0%	0	0%	0	0%	0	0%	0	0%	1	20%	8	7%	0	0%	7	7%
8 Roof/attic is insulated	0	0%	0	0%	0	0%	0	0%	0	0%	1	20%	31	34%	1	100%	33	33%
7 Roof/attic is not insulated	0	0%	0	0%	1	100%	0	0%	0	0%	3	60%	37	41%	0	0%	41	41%
8 Water accumulates on roof	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
9 Roof leaks	0	0%	0	0%	0	0%	0	0%	0	0%	2	40%	10	11%	0	0%	12	12%
10 Don't know	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	3	3%	0	0%	3	3%
5. Which of the rooms exist in your facility?	n=	0	n=	0	n=	1	n=	0	n=	1	n=	5	n=	88	n=	1	n=	96
1 None	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	9	10%	0	0%	9	9%
2 Attic	0	0%	0	0%	1	100%	0	0%	0	0%	4	80%	49	56%	1	100%	55	57%
3 Basement stacks	0	0%	0	0%	1	100%	0	0%	1	100%	3	60%	21	24%	1	100%	27	28%
4 Storage room(s)	0	0%	0	0%	1	100%	0	0%	1	100%	5	100%	56	64%	1	100%	64	67%
5 Non-stack basement	0	0%	0	0%	1	100%	0	0%	1	100%	4	80%	45	51%	0	0%	51	53%
5a. What is the condition of the attic?	n=	0	n=	0	n=	1	n=	0	n=	0	n=	4	n=	52	n=	1	n=	58
1 Clean	0	0%	0	0%	0	0%	0	0%	0	0%	1	25%	25	48%	0	0%	26	45%
2 Cluttered	0	0%	0	0%	1	100%	0	0%	0	0%	2	50%	23	44%	1	100%	27	47%
3 Dirty	0	0%	0	0%	0	0%	0	0%	0	0%	2	50%	11	21%	0	0%	13	22%
4 Dry	0	0%	0	0%	1	100%	0	0%	0	0%	2	50%	31	60%	1	100%	35	60%
5 Wet	0	0%	0	0%	0	0%	0	0%	0	0%	1	25%	0	0%	0	0%	1	2%
8 Rodents	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	4	8%	0	0%	4	7%
7 Insects	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	4	8%	0	0%	4	7%
8 Mold	0	0%	0	0%	0	0%	0	0%	0	0%	1	25%	2	4%	0	0%	3	5%
5a. What is the condition of the basement stacks?	n=	0	n=	0	n=	1	n=	0	n=	1	n=	3	n=	21	n=	1	n=	27
1 Clean	0	0%	0	0%	0	0%	0	0%	1	100%	1	33%	15	71%	1	100%	18	87%
2 Cluttered	0	0%	0	0%	0	0%	0	0%	0	0%	1	33%	7	33%	0	0%	8	30%
3 Dirty	0	0%	0	0%	1	100%	0	0%	0	0%	2	87%	4	19%	0	0%	7	26%
4 Dry	0	0%	0	0%	0	0%	0	0%	0	0%	1	33%	10	48%	1	100%	12	44%
5 Wet	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	4	19%	0	0%	4	15%
8 Rodents	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
7 Insects	0	0%	0	0%	0	0%	0	0%	0	0%	2	87%	1	5%	0	0%	3	11%
8 Mold	0	0%	0	0%	0	0%	0	0%	0	0%	1	33%	7	33%	0	0%	8	30%
5a. What is the condition of the storage rooms?	n=	0	n=	0	n=	0	n=	0	n=	1	n=	5	n=	55	n=	0	n=	81
1 Clean	0	0%	0	0%	0	0%	0	0%	1	100%	2	40%	38	69%	0	0%	41	87%
2 Cluttered	0	0%	0	0%	0	0%	0	0%	0	0%	1	20%	24	44%	0	0%	25	41%
3 Dirty	0	0%	0	0%	0	0%	0	0%	0	0%	1	20%	3	5%	0	0%	4	7%
4 Dry	0	0%	0	0%	0	0%	0	0%	0	0%	4	80%	31	56%	0	0%	35	57%
5 Wet	0	0%	0	0%	0	0%	0	0%	0	0%	1	20%	2	4%	0	0%	3	5%
8 Rodents	0	0%	0	0%	0	0%	0	0%	0	0%	1	20%	3	5%	0	0%	4	7%
7 Insects	0	0%	0	0%	0	0%	0	0%	0	0%	1	20%	4	7%	0	0%	5	8%
8 Mold	0	0%	0	0%	0	0%	0	0%	0	0%	1	20%	3	5%	0	0%	4	7%
5a. What is the condition of the non-stack basement?	n=	0	n=	0	n=	1	n=	0	n=	1	n=	4	n=	49	n=	0	n=	55
1 Clean	0	0%	0	0%	0	0%	0	0%	1	100%	2	50%	23	47%	0	0%	26	47%
2 Cluttered	0	0%	0	0%	1	100%	0	0%	1	100%	1	25%	18	33%	0	0%	19	35%
3 Dirty	0	0%	0	0%	0	0%	0	0%	0	0%	2	50%	9	18%	0	0%	11	20%
4 Dry	0	0%	0	0%	0	0%	0	0%	0	0%	3	75%	20	41%	0	0%	23	42%
5 Wet	0	0%	0	0%	0	0%	0	0%	0	0%	1	25%	11	22%	0	0%	12	22%
8 Rodents	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	3	8%	0	0%	3	5%
7 Insects	0	0%	0	0%	0	0%	0	0%	0	0%	1	25%	3	6%	0	0%	4	7%
8 Mold	2	0%	0	0%	0	0%	0	0%	0	0%	1	25%	9	18%	0	0%	12	22%

	1,000,000		500,000-999,999		250,000-499,000		100,000-249,999		50,000-99,999		10,000-49,999		UNDER 10,000		NO BOOKS		ALL	
	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%
6. Type of security system?	n=	0	n=	0	n=	1	n=	0	n=	1	n=	5	n=	88	n=	1	n=	96
1 None	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	12	14%	0	0%	12	13%
2 Shared system	0	0%	0	0%	0	0%	0	0%	0	0%	2	40%	19	22%	0	0%	21	22%
3 Burglar alarms	0	0%	0	0%	0	0%	0	0%	1	100%	3	60%	47	53%	1	100%	52	54%
4 Motion detectors	0	0%	0	0%	1	100%	0	0%	1	100%	3	60%	47	53%	1	100%	53	55%
5 After-hours guard	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	7	8%	0	0%	7	7%
6 Computerized system	0	0%	0	0%	1	100%	0	0%	0	0%	1	20%	11	13%	0	0%	13	14%
7 Electronics at exit	0	0%	0	0%	0	0%	0	0%	0	0%	1	20%	20	23%	1	100%	22	23%
7. Arereas covered by HVAC?	n=	0	n=	0	n=	1	n=	0	n=	1	n=	3	n=	60	n=	1	n=	66
1 General books	0	0%	0	0%	0	0%	0	0%	1	100%	3	100%	45	75%	0	0%	49	74%
2 Special collections	0	0%	0	0%	1	100%	0	0%	1	100%	3	100%	50	83%	1	100%	56	85%
3 Administrative areas	0	0%	0	0%	0	0%	0	0%	1	100%	3	100%	45	75%	0	0%	49	74%
4 Don't know	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	3	5%	0	0%	3	5%
8. Components?	n=	0	n=	0	n=	1	n=	0	n=	1	n=	5	n=	71	n=	1	n=	79
1 Heating	0	0%	0	0%	1	100%	0	0%	1	100%	5	100%	65	92%	1	100%	73	92%
2 Ventilation	0	0%	0	0%	1	100%	0	0%	1	100%	1	20%	20	28%	0	0%	23	29%
3 Air-conditioning	0	0%	0	0%	1	100%	0	0%	1	100%	1	20%	25	35%	0	0%	28	35%
4 Humidity control	0	0%	0	0%	1	100%	0	0%	1	100%	2	40%	26	37%	0	0%	30	38%
5 Don't know	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	2	3%	0	0%	2	3%
9. What areas are covered by AC?	n=	0	n=	0	n=	1	n=	0	n=	1	n=	1	n=	26	n=	0	n=	29
1 General books	0	0%	0	0%	0	0%	0	0%	1	100%	1	100%	18	69%	0	0%	20	69%
2 Special collections	0	0%	0	0%	1	100%	0	0%	1	100%	1	100%	20	77%	0	0%	23	79%
3 Administrative areas	0	0%	0	0%	1	100%	0	0%	1	100%	1	100%	18	69%	0	0%	21	72%
4 Don't know	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
9a. Where is the chiller located?	n=	0	n=	0	n=	1	n=	0	n=	1	n=	1	n=	27	n=	0	n=	30
1 Roof	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	7	26%	0	0%	7	23%
2 Outside on the grounds	0	0%	0	0%	0	0%	0	0%	1	100%	1	100%	10	37%	0	0%	12	40%
3 Mechanical room	0	0%	0	0%	1	100%	0	0%	1	100%	0	0%	7	26%	0	0%	9	30%
4 Windows	0	0%	0	0%	1	100%	0	0%	0	0%	0	0%	5	19%	0	0%	6	20%
10. Constant control possible?	n=	0	n=	0	n=	1	n=	0	n=	1	n=	5	n=	71	n=	1	n=	79
1 No	0	0%	0	0%	1	100%	0	0%	0	0%	4	80%	57	80%	1	100%	63	80%
2 Yes	0	0%	0	0%	0	0%	0	0%	1	100%	1	20%	14	20%	0	0%	16	20%
11. Constant setting?	n=	0	n=	0	n=	1	n=	0	n=	1	n=	1	n=	36	n=	1	n=	40
1 No	0	0%	0	0%	1	100%	0	0%	0	0%	0	0%	19	53%	0	0%	20	50%
2 Don't know	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	3	8%	1	100%	4	10%
3 Yes	0	0%	0	0%	0	0%	0	0%	1	100%	1	100%	14	39%	0	0%	16	40%
11a. Setting of Air-conditioning?	n=	0	n=	0	n=	0	n=	0	n=	1	n=	1	n=	16	n=	0	n=	18
60-63	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
64-67	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	3	19%	0	0%	3	17%
68-71	0	0%	0	0%	0	0%	0	0%	0	0%	1	100%	6	38%	0	0%	7	39%
72-75	0	0%	0	0%	0	0%	0	0%	1	100%	0	0%	4	25%	0	0%	5	28%
76-79	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	1	6%	0	0%	1	6%
Don't know	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	2	13%	0	0%	2	11%
11a. Setting of heating?	n=	0	n=	0	n=	0	n=	0	n=	1	n=	1	n=	32	n=	1	n=	35
60-63	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	8	25%	0	0%	8	23%
64-67	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	7	22%	0	0%	7	20%
68-71	0	0%	0	0%	0	0%	0	0%	1	100%	1	100%	13	41%	1	100%	16	46%
72-75	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
76-79	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
Don't know	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	4	13%	0	0%	4	11%

	1,000,000		500,000-999,999		250,000-499,000		[illegible],000-249,999		50,000-99,999		10,000-49,999		UNDER 10,000		NO BOOKS		ALL	
	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%
11b. AC turned down or shut off?	n=	0	n=	0	n=	0	n=	0	n=	1	n=	1	n=	20	n=	0	n=	22
1 No	0	0%	0	0%	0	0%	0	0%	1	100%	1	100%	6	30%	0	0%	8	36%
2 Don't know	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	1	5%	0	0%	1	5%
3 Yes	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	13	65%	0	0%	13	59%
11b. Heat turned down or shut off?	n=	0	n=	0	n=	0	n=	0	n=	0	n=	1	n=	38	n=	1	n=	40
1 No	0	0%	0	0%	0	0%	0	0%	0	0%	1	100%	16	42%	0	0%	17	43%
2 Don't know	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	4	11%	0	0%	4	10%
3 Yes	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	18	47%	1	100%	19	48%
11b. Ventilation turned down or shut off?	n=	0	n=	0	n=	0	n=	0	n=	0	n=	1	n=	11	n=	0	n=	12
1 No	0	0%	0	0%	0	0%	0	0%	0	0%	1	100%	4	36%	0	0%	5	42%
2 Don't know	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	3	27%	0	0%	3	25%
3 Yes	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	4	36%	0	0%	4	33%
11c. Humidity control devices used?	n=	0	n=	0	n=	0	n=	0	n=	1	n=	1	n=	37	n=	1	n=	40
1 Portable humidifiers	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	6	16%	0	0%	6	15%
2 Portable dehumidifiers	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	19	51%	1	100%	20	50%
3 System humidification	0	0%	0	0%	0	0%	0	0%	1	100%	1	100%	11	30%	0	0%	13	33%
4 System dehumidification	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	8	22%	0	0%	8	20%
12. Separate HVAC for special collections?	n=	0	n=	0	n=	1	n=	0	n=	1	n=	5	n=	78	n=	1	n=	86
1 No	0	0%	0	0%	0	0%	0	0%	1	100%	3	60%	68	87%	1	100%	73	85%
2 Yes	0	0%	0	0%	1	100%	0	0%	0	0%	2	40%	10	13%	0	0%	13	15%
12a. Constant control?	n=	0	n=	0	n=	1	n=	0	n=	0	n=	2	n=	21	n=	0	n=	24
1 No	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	16	76%	0	0%	16	67%
2 Yes	0	0%	0	0%	1	100%	0	0%	0	0%	2	100%	5	24%	0	0%	8	33%
12b. Constant setting?	n=	0	n=	0	n=	1	n=	0	n=	0	n=	2	n=	23	n=	0	n=	26
1 No	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	13	57%	0	0%	13	50%
2 Don't know	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	3	13%	0	0%	3	12%
3 Yes	0	0%	0	0%	1	100%	0	0%	0	0%	2	100%	7	30%	0	0%	10	38%
12c. Setting of Air-conditioning?	n=	0	n=	0	n=	1	n=	0	n=	1	n=	1	n=	8	n=	0	n=	11
60-63	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	1	13%	0	0%	1	9%
64-67	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	1	13%	0	0%	1	9%
68-71	0	0%	0	0%	1	100%	0	0%	0	0%	1	100%	2	25%	0	0%	4	36%
72-75	0	0%	0	0%	0	0%	0	0%	1	100%	0	0%	0	0%	0	0%	1	9%
76-79	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
Don't know	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	4	50%	0	0%	4	36%
12c. Setting of heating?	n=	0	n=	0	n=	1	n=	0	n=	1	n=	1	n=	21	n=	0	n=	24
60-63	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	6	29%	0	0%	6	25%
64-67	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	5	24%	0	0%	5	21%
68-71	0	0%	0	0%	1	100%	0	0%	1	100%	1	100%	5	24%	0	0%	8	33%
72-75	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
76-79	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
Don't know	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	5	24%	0	0%	5	21%
12d. AC turned down or shut off?	n=	0	n=	0	n=	1	n=	0	n=	0	n=	1	n=	10	n=	0	n=	12
1 No	0	0%	0	0%	1	100%	0	0%	0	0%	1	100%	6	60%	0	0%	8	67%
2 Don't know	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	1	10%	0	0%	1	8%
3 Yes	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	3	30%	0	0%	3	25%
12d. Heat turned down or shut off?	n=	0	n=	0	n=	1	n=	0	n=	0	n=	2	n=	21	n=	0	n=	24
1 No	0	0%	0	0%	1	100%	0	0%	0	0%	1	50%	6	29%	0	0%	8	33%
2 Don't know	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	2	10%	0	0%	2	8%
3 Yes	0	0%	0	0%	0	0%	0	0%	0	0%	1	50%	13	62%	0	0%	14	58%

	1,000,000		500,000-999,999		250,000-499,000		100,000-249,999		50,000-99,999		10,000-49,999		UNDER 10,000		NO BOOKS		ALL	
	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%
12d. Ventilation turned down or shut off?	n=	0	n=	0	n=	1	n=	0	n=	0	n=	1	n=	6	n=	0	n=	10
1 No	0	0%	0	0%	1	100%	0	0%	0	0%	1	100%	5	63%	0	0%	7	70%
2 Don't know	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	1	13%	0	0%	1	10%
3 Yes	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	2	25%	0	0%	2	20%
12e. Humidity control devices used?	n=	0	n=	0	n=	1	n=	0	n=	0	n=	2	n=	22	n=	0	n=	25
1 Portable humidifiers	0	0%	0	0%	0	0%	0	0%	0	0%	1	50%	3	14%	0	0%	4	16%
2 Portable dehumidifiers	0	0%	0	0%	0	0%	0	0%	0	0%	1	50%	12	55%	0	0%	13	52%
3 System humidification	0	0%	0	0%	1	100%	0	0%	0	0%	1	50%	5	23%	0	0%	7	28%
4 System dehumidification	0	0%	0	0%	1	100%	0	0%	0	0%	0	0%	3	14%	0	0%	4	16%
13. Environmental monitoring devices?	n=	0	n=	0	n=	1	n=	0	n=	1	n=	5	n=	67	n=	1	n=	95
1 None	0	0%	0	0%	0	0%	0	0%	0	0%	1	20%	24	28%	0	0%	25	26%
2 Thermostat	0	0%	0	0%	0	0%	0	0%	1	100%	4	80%	52	60%	1	100%	58	61%
3 Thermometer	0	0%	0	0%	0	0%	0	0%	0	0%	1	20%	24	28%	0	0%	25	26%
4 Hygrometer	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	16	18%	0	0%	16	17%
5 Thermohygrometer	0	0%	0	0%	1	100%	0	0%	0	0%	0	0%	5	6%	0	0%	6	6%
6 Hygrothermograph	0	0%	0	0%	0	0%	0	0%	0	0%	1	20%	9	10%	0	0%	10	11%
7 Sling psychrometer	0	0%	0	0%	0	0%	0	0%	0	0%	1	20%	6	7%	0	0%	7	7%
6 Battery-operated psychrometer	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
14. Reduction of entering light?	n=	0	n=	0	n=	1	n=	0	n=	1	n=	5	n=	87	n=	0	n=	94
1 No windows	0	0%	0	0%	0	0%	0	0%	0	0%	1	20%	11	13%	0	0%	12	13%
2 Nothing done	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	24	28%	0	0%	24	26%
3 Light-filtering film	0	0%	0	0%	1	100%	0	0%	0	0%	1	20%	13	15%	0	0%	15	16%
4 Light-filtering glass	0	0%	0	0%	0	0%	0	0%	0	0%	1	20%	7	8%	0	0%	6	9%
5 Shades	0	0%	0	0%	1	100%	0	0%	0	0%	4	80%	41	47%	0	0%	46	49%
6 Curtains	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	36	41%	0	0%	36	38%
7 Roof overhangs	0	0%	0	0%	0	0%	0	0%	1	100%	0	0%	2	2%	0	0%	3	3%
6 Awnings	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
15. Reduction of UV radiation inside?	n=	0	n=	0	n=	1	n=	0	n=	1	n=	5	n=	86	n=	1	n=	94
1 None	0	0%	0	0%	0	0%	0	0%	0	0%	2	40%	42	49%	1	100%	45	48%
2 UV-filtering sleeves	0	0%	0	0%	1	100%	0	0%	0	0%	3	60%	16	21%	0	0%	22	23%
3 Low UV fluorescent tubes	0	0%	0	0%	0	0%	0	0%	1	100%	0	0%	10	12%	0	0%	11	12%
4 UF-3 or UF-4 plexiglass	0	0%	0	0%	0	0%	0	0%	0	0%	1	20%	10	12%	0	0%	11	12%
5 UV-filtering film	0	0%	0	0%	0	0%	0	0%	0	0%	1	20%	12	14%	0	0%	13	14%
6 Lights turned on and off	0	0%	0	0%	1	100%	0	0%	1	100%	1	20%	23	27%	0	0%	26	28%
16. Fire detection/suppression systems installed?	n=	0	n=	0	n=	1	n=	0	n=	1	n=	5	n=	92	n=	1	n=	100
1 No	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	13	14%	0	0%	13	13%
2 Don't know	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	2	2%	0	0%	2	2%
3 Yes	0	0%	0	0%	1	100%	0	0%	1	100%	5	100%	77	84%	1	100%	85	85%
16a. Type of system?	n=	0	n=	0	n=	1	n=	0	n=	1	n=	4	n=	66	n=	0	n=	72
1 Fire extinguishers	0	0%	0	0%	1	100%	0	0%	1	100%	4	100%	46	70%	0	0%	52	72%
2 Wet pipe sprinklers	0	0%	0	0%	0	0%	0	0%	0	0%	1	25%	4	6%	0	0%	5	7%
3 Dry pipe sprinklers	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	2	3%	0	0%	2	3%
4 Halon	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	1	2%	0	0%	1	1%
5 Smoke detectors	0	0%	0	0%	0	0%	0	0%	1	100%	2	50%	49	74%	0	0%	52	72%
6 Heat detectors	0	0%	0	0%	0	0%	0	0%	1	100%	2	50%	33	50%	0	0%	36	50%
7 Ionization detectors	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	2	3%	0	0%	2	3%
16b. Where are these systems installed (Everywhere)?	n=	0	n=	0	n=	1	n=	0	n=	1	n=	4	n=	66	n=	0	n=	72
1 Fire extinguishers	0	0%	0	0%	1	100%	0	0%	1	100%	4	100%	46	70%	0	0%	52	72%
2 Wet pipe sprinklers	0	0%	0	0%	0	0%	0	0%	0	0%	1	25%	4	6%	0	0%	5	7%
3 Dry pipe sprinklers	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	2	3%	0	0%	2	3%
4 Halon	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	1	2%	0	0%	1	1%
5 Smoke detectors	0	0%	0	0%	0	0%	0	0%	0	0%	2	50%	49	74%	0	0%	51	71%
6 Heat detectors	0	0%	0	0%	0	0%	0	0%	0	0%	2	50%	33	50%	0	0%	35	49%
7 Ionization detectors	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	2	3%	0	0%	2	3%

	1,000,000		500,000-999,999		250,000-499,000		[illegible],000-249,999		50,000-99,999		10,000-49,999		UNDER 10,000		NO BOOKS		ALL	
	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%
16b. Where are these systems installed (Storage areas)?	n=	0	n=	0	n=	0	n=	0	n=	0	n=	2	n=	19	n=	1	n=	22
1 Fire extinguishers	0	0%	0	0%	0	0%	0	0%	0	0%	2	100%	12	63%	1	100%	15	68%
2 Wet pipe sprinklers	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	2	11%	0	0%	2	9%
3 Dry pipe sprinklers	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
4 Halon	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
5 Smoke detectors	0	0%	0	0%	0	0%	0	0%	0	0%	1	50%	7	37%	0	0%	8	36%
6 Heat detectors	0	0%	0	0%	0	0%	0	0%	0	0%	1	50%	5	26%	0	0%	6	27%
7 Ionization detectors	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
16b. Where are these systems installed (Vault)?	n=	0	n=	0	n=	0	n=	0	n=	0	n=	0	n=	5	n=	0	n=	5
1 Fire extinguishers	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	1	20%	0	0%	1	20%
2 Wet pipe sprinklers	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
3 Dry pipe sprinklers	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
4 Halon	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	2	40%	0	0%	2	40%
5 Smoke detectors	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	3	60%	0	0%	3	60%
6 Heat detectors	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	3	60%	0	0%	3	60%
7 Ionization detectors	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
16b. Where are these systems installed (Spec. collect.)?	n=	0	n=	0	n=	0	n=	0	n=	0	n=	1	n=	19	n=	0	n=	20
1 Fire extinguishers	0	0%	0	0%	0	0%	0	0%	0	0%	1	100%	4	21%	0	0%	5	25%
2 Wet pipe sprinklers	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	1	5%	0	0%	1	5%
3 Dry pipe sprinklers	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
4 Halon	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	2	11%	0	0%	2	10%
5 Smoke detectors	0	0%	0	0%	0	0%	0	0%	0	0%	1	100%	4	21%	0	0%	5	25%
6 Heat detectors	0	0%	0	0%	0	0%	0	0%	0	0%	1	100%	2	11%	0	0%	3	15%
7 Ionization detectors	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
16c. Inspected regularly?	n=	0	n=	0	n=	0	n=	0	n=	1	n=	5	n=	76	n=	1	n=	83
1 No	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	10	13%	0	0%	10	12%
2 Annually	0	0%	0	0%	0	0%	0	0%	0	0%	3	60%	39	51%	0	0%	42	51%
3 Twice a Year	0	0%	0	0%	0	0%	0	0%	1	100%	1	20%	7	9%	1	100%	10	12%
4 More than twice a year	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	8	11%	0	0%	8	10%
5 Don't know	0	0%	0	0%	0	0%	0	0%	0	0%	1	20%	12	16%	0	0%	13	16%
16d. How are they inspected?	n=	0	n=	0	n=	0	n=	0	n=	1	n=	4	n=	57	n=	1	n=	63
1 With a match	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	1	2%	0	0%	1	2%
2 Professionally-trained personnel	0	0%	0	0%	0	0%	0	0%	1	100%	4	100%	36	63%	1	100%	42	67%
3 Fire marshall	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	16	28%	0	0%	16	25%
4 Don't know	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	7	12%	0	0%	7	11%
17. Connected to fire department?	n=	0	n=	0	n=	0	n=	0	n=	1	n=	5	n=	79	n=	1	n=	86
1 No	0	0%	0	0%	0	0%	0	0%	0	0%	2	40%	31	39%	0	0%	33	38%
2 Yes	0	0%	0	0%	0	0%	0	0%	1	100%	3	60%	48	61%	1	100%	53	62%
18. Are water alarms present?	n=	0	n=	0	n=	1	n=	0	n=	1	n=	4	n=	83	n=	1	n=	90
1 No	0	0%	0	0%	1	100%	0	0%	1	100%	4	100%	78	94%	1	100%	85	94%
2 Throughout the facility	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
3 Selected areas only	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	5	6%	0	0%	5	6%
19. Has a building survey been done?	n=	0	n=	0	n=	1	n=	0	n=	1	n=	5	n=	86	n=	1	n=	94
1 No	0	0%	0	0%	0	0%	0	0%	0	0%	1	20%	45	52%	1	100%	47	50%
2 Yes	0	0%	0	0%	1	100%	0	0%	1	100%	4	80%	41	48%	0	0%	47	50%
19a. Who performed the building survey?	n=	0	n=	0	n=	1	n=	0	n=	1	n=	3	n=	34	n=	0	n=	39
1 NEDCC	0	0%	0	0%	1	100%	0	0%	0	0%	2	67%	9	26%	0	0%	12	31%
2 Independent Consultant	0	0%	0	0%	0	0%	0	0%	0	0%	1	33%	13	38%	0	0%	14	36%
3 Society of American Archivists	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
4 Staff	0	0%	0	0%	0	0%	0	0%	1	100%	0	0%	12	35%	0	0%	13	33%

	1,000,000		500,000-999,999		250,000-499,000		100,000-249,999		50,000-99,999		10,000-49,999		UNDER 10,000		NO BOOKS		ALL	
	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%
20. Is there a preservation plan?	n=	0	n=	0	n=	0	n=	0	n=	1	n=	5	n=	84	n=	1	n=	91
1 No	0	0%	0	0%	0	0%	0	0%	1	100%	5	100%	69	82%	1	100%	76	84%
2 Yes	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	15	18%	0	0%	15	16%
21. Has a collection survey been done?	n=	0	n=	0	n=	1	n=	0	n=	1	n=	5	n=	89	n=	1	n=	97
1 No	0	0%	0	0%	0	0%	0	0%	1	100%	3	60%	45	51%	1	100%	50	52%
2 Yes	0	0%	0	0%	1	100%	0	0%	0	0%	2	40%	44	49%	0	0%	47	48%
21a. Who performed the collection survey?	n=	0	n=	0	n=	1	n=	0	n=	0	n=	2	n=	39	n=	0	n=	42
1 NEDCC	0	0%	0	0%	1	100%	0	0%	0	0%	2	100%	15	38%	0	0%	18	43%
2 Independent consultant	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	5	13%	0	0%	5	12%
3 Staff	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	19	49%	0	0%	19	45%
23. Person with preservation skills identified?	n=	0	n=	0	n=	1	n=	0	n=	1	n=	5	n=	86	n=	1	n=	94
1 No	0	0%	0	0%	0	0%	0	0%	0	0%	2	40%	45	52%	1	100%	48	51%
2 Yes	0	0%	0	0%	1	100%	0	0%	1	100%	3	60%	41	48%	0	0%	46	49%
24. Person with preservation skills on staff?	n=	0	n=	0	n=	1	n=	0	n=	1	n=	4	n=	82	n=	1	n=	89
1 No	0	0%	0	0%	0	0%	0	0%	1	100%	3	75%	50	81%	1	100%	55	62%
2 Yes	0	0%	0	0%	1	100%	0	0%	0	0%	1	25%	32	39%	0	0%	34	38%
24b. Has this person run workshops for the staff?	n=	0	n=	0	n=	1	n=	0	n=	0	n=	1	n=	38	n=	0	n=	40
1 No	0	0%	0	0%	0	0%	0	0%	0	0%	1	100%	24	63%	0	0%	25	63%
2 Yes	0	0%	0	0%	1	100%	0	0%	0	0%	0	0%	14	37%	0	0%	15	38%
25. Attended preservation education programs?	n=	0	n=	0	n=	1	n=	0	n=	1	n=	5	n=	86	n=	1	n=	94
1 No	0	0%	0	0%	0	0%	0	0%	1	100%	2	40%	21	24%	0	0%	24	26%
2 Regional programs	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	48	56%	1	100%	49	52%
3 State programs	0	0%	0	0%	0	0%	0	0%	0	0%	2	40%	25	29%	1	100%	28	30%
4 National programs	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	5	6%	1	100%	8	6%
5 Professional organizations	0	0%	0	0%	1	100%	0	0%	0	0%	2	40%	18	21%	1	100%	22	23%
8 University courses	0	0%	0	0%	1	100%	0	0%	0	0%	1	20%	8	9%	0	0%	10	11%
7 Professional conferences	0	0%	0	0%	0	0%	0	0%	0	0%	1	20%	20	23%	1	100%	22	23%
25a. Preservation topics taught?	n=	0	n=	0	n=	1	n=	0	n=	0	n=	3	n=	81	n=	1	n=	68
1 Environmental controls	0	0%	0	0%	1	100%	0	0%	0	0%	3	100%	34	56%	1	100%	39	59%
2 Basic repairs	0	0%	0	0%	0	0%	0	0%	0	0%	2	67%	21	34%	1	100%	24	36%
3 Storage	0	0%	0	0%	1	100%	0	0%	0	0%	3	100%	45	74%	1	100%	50	76%
4 Proper shelving	0	0%	0	0%	0	0%	0	0%	0	0%	2	67%	29	48%	1	100%	32	48%
5 Care and handling	0	0%	0	0%	0	0%	0	0%	0	0%	2	67%	53	87%	1	100%	56	85%
6 Security	0	0%	0	0%	1	100%	0	0%	0	0%	2	67%	19	31%	1	100%	23	35%
7 Disaster preparedness	0	0%	0	0%	1	100%	0	0%	0	0%	2	67%	18	30%	0	0%	21	32%
8 Protective enclosures	0	0%	0	0%	0	0%	0	0%	0	0%	3	100%	27	44%	1	100%	31	47%
9 Library binding	0	0%	0	0%	0	0%	0	0%	0	0%	1	33%	11	18%	0	0%	12	18%
10 Care of photographs	0	0%	0	0%	0	0%	0	0%	0	0%	2	67%	43	70%	1	100%	46	70%
11 Nature of photographs	0	0%	0	0%	0	0%	0	0%	0	0%	2	67%	24	39%	1	100%	27	41%
12 Conservation of photographs	0	0%	0	0%	0	0%	0	0%	0	0%	2	67%	26	43%	1	100%	29	44%
13 Preservation microfilming	0	0%	0	0%	1	100%	0	0%	0	0%	1	33%	10	16%	0	0%	12	18%
14 Preservation management	0	0%	0	0%	0	0%	0	0%	0	0%	2	67%	14	23%	1	100%	17	26%
15 Conservation treatment	0	0%	0	0%	0	0%	0	0%	0	0%	1	33%	19	31%	1	100%	21	32%
16 Advanced hands-on	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	3	5%	0	0%	3	5%
17 Deacidification	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	18	30%	0	0%	18	27%
18 Pest control	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	11	18%	0	0%	11	17%
26. Familiar with NEDCC?	n=	0	n=	0	n=	1	n=	0	n=	1	n=	5	n=	91	n=	1	n=	99
1 No	0	0%	0	0%	0	0%	0	0%	0	0%	1	20%	18	20%	1	100%	20	20%
2 Yes	0	0%	0	0%	1	100%	0	0%	1	100%	4	80%	73	80%	0	0%	79	80%
26a. Contracted work with NEDCC?	n=	0	n=	0	n=	1	n=	0	n=	1	n=	4	n=	78	n=	0	n=	82
1 No	0	0%	0	0%	0	0%	0	0%	1	100%	1	25%	37	49%	0	0%	39	48%
2 Yes	0	0%	0	0%	1	100%	0	0%	0	0%	3	75%	39	51%	0	0%	43	52%

	1,000,000		500,000-999,999		250,000-499,000		100,000-249,999		50,000-99,999		10,000-49,999		UNDER 10,000		NO BOOKS		ALL	
	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%
26b. Services used?	n=	0	n=	0	n=	1	n=	0	n=	0	n=	3	n=	38	n=	0	n=	42
1 Preservation microfilming	0	0%	0	0%	1	100%	0	0%	0	0%	0	0%	9	24%	0	0%	10	24%
2 Book conservation	0	0%	0	0%	1	100%	0	0%	0	0%	1	33%	11	29%	0	0%	13	31%
3 Surveys	0	0%	0	0%	1	100%	0	0%	0	0%	3	100%	18	47%	0	0%	22	52%
4 Paper conservation	0	0%	0	0%	1	100%	0	0%	0	0%	3	100%	25	66%	0	0%	29	69%
5 Photograph conservation	0	0%	0	0%	1	100%	0	0%	0	0%	2	67%	11	29%	0	0%	14	33%
6 Photographic copying	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	4	11%	0	0%	4	10%
7 Workshops	0	0%	0	0%	0	0%	0	0%	0	0%	1	33%	13	34%	0	0%	14	33%
8 Disaster assistance	0	0%	0	0%	0	0%	0	0%	0	0%	1	33%	3	8%	0	0%	4	10%
27. Photocopy machines available to patrons?	n=	0	n=	0	n=	1	n=	0	n=	1	n=	5	n=	90	n=	1	n=	98
1 No	0	0%	0	0%	0	0%	0	0%	0	0%	1	20%	35	39%	1	100%	37	38%
2 Yes	0	0%	0	0%	1	100%	0	0%	1	100%	4	80%	55	61%	0	0%	61	62%
27a. Policy regarding use of photocopy machines?	n=	0	n=	0	n=	1	n=	0	n=	1	n=	4	n=	63	n=	1	n=	70
1 No restrictions	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	8	13%	1	100%	9	13%
2 Certain items not photocopied	0	0%	0	0%	0	0%	0	0%	0	0%	4	100%	27	43%	0	0%	31	44%
3 Certain items by patrons	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	10	16%	0	0%	10	14%
4 Certain items by staff only	0	0%	0	0%	0	0%	0	0%	0	0%	2	50%	29	46%	0	0%	31	44%
5 All items by staff	0	0%	0	0%	1	100%	0	0%	1	100%	1	25%	26	41%	0	0%	29	41%
28. Is the staff trained to shelve properly?	n=	0	n=	0	n=	1	n=	0	n=	1	n=	5	n=	86	n=	1	n=	94
1 No	0	0%	0	0%	0	0%	0	0%	0	0%	2	40%	54	63%	1	100%	57	61%
2 Yes	0	0%	0	0%	1	100%	0	0%	1	100%	3	60%	32	37%	0	0%	37	39%
28a. How is staff trained to shelve materials?	n=	0	n=	0	n=	1	n=	0	n=	1	n=	3	n=	27	n=	0	n=	32
1 Tilt volume by headcap	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	1	4%	0	0%	1	3%
2 Push volumes on either side	0	0%	0	0%	1	100%	0	0%	1	100%	3	100%	24	89%	0	0%	29	91%
3 Tilt with pressure on textblock	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	2	7%	0	0%	2	6%
4 Bookends readjusted	0	0%	0	0%	1	100%	0	0%	0	0%	3	100%	13	48%	0	0%	17	53%
29. Shelving of oversized volumes?	n=	0	n=	0	n=	1	n=	0	n=	1	n=	5	n=	80	n=	1	n=	88
1 Spine up	0	0%	0	0%	0	0%	0	0%	0	0%	1	20%	10	13%	0	0%	11	13%
2 Spine down	0	0%	0	0%	1	100%	0	0%	0	0%	1	20%	8	10%	0	0%	10	11%
3 Upright, separate shelves	0	0%	0	0%	1	100%	0	0%	1	100%	2	40%	26	33%	1	100%	31	35%
4 Flat on separate shelves	0	0%	0	0%	1	100%	0	0%	1	100%	3	60%	64	80%	1	100%	70	80%
30. Paper mended how?	n=	0	n=	0	n=	1	n=	0	n=	1	n=	5	n=	90	n=	1	n=	98
1 None done	0	0%	0	0%	1	100%	0	0%	0	0%	4	80%	57	63%	1	100%	63	64%
2 "Archival" tape	0	0%	0	0%	0	0%	0	0%	1	100%	1	20%	23	26%	0	0%	25	26%
3 Scotch tape	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	7	8%	0	0%	7	7%
4 Elmer's glue	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	3	3%	0	0%	3	3%
5 Library paste	0	0%	0	0%	0	0%	0	0%	1	100%	0	0%	3	3%	0	0%	4	4%
8 Japanese tissue and starch paste	0	0%	0	0%	0	0%	0	0%	0	0%	2	40%	8	9%	0	0%	10	10%
7 Heat set tissue	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	1	1%	0	0%	1	1%
31. Books mended how?	n=	0	n=	0	n=	1	n=	0	n=	1	n=	5	n=	83	n=	1	n=	91
1 Not applicable	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	7	8%	1	100%	8	9%
2 None done	0	0%	0	0%	1	100%	0	0%	1	100%	5	100%	54	65%	0	0%	61	67%
3 Cloth tape	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	16	19%	0	0%	16	18%
4 "Archival" tape	0	0%	0	0%	0	0%	0	0%	0	0%	1	20%	12	14%	0	0%	13	14%
5 Scotch tape	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	3	4%	0	0%	3	3%
6 Bookcloth and PVA	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	1	1%	0	0%	1	1%
7 In-house recasing	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	3	4%	0	0%	3	3%
32. Oversized prints, etc. housed how?	n=	0	n=	0	n=	1	n=	0	n=	1	n=	5	n=	80	n=	1	n=	88
1 Around or in a tube	0	0%	0	0%	1	100%	0	0%	1	100%	3	60%	31	39%	1	100%	37	42%
2 Rolled in acidic kraft	0	0%	0	0%	1	100%	0	0%	1	100%	1	20%	2	3%	0	0%	5	6%
3 Rolled in alkaline kraft	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	4	5%	0	0%	4	5%
4 Flat in metal map cases	0	0%	0	0%	1	100%	0	0%	1	100%	5	100%	51	64%	1	100%	59	67%
5 Large "archival" boxes	0	0%	0	0%	1	100%	0	0%	1	100%	2	40%	35	44%	0	0%	39	44%

	1,000,000		500,000-999,999		250,000-499,000		100,000-249,999		50,000-99,999		10,000-49,999		UNDER 10,000		NO BOOKS		ALL	
	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%
32a. Oversized prints, etc. housed where?	n=	0	n=	0	n=	1	n=	0	n=	1	n=	4	n=	63	n=	1	n=	70
1 General stacks	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	29	46%	1	100%	30	43%
2 Special collections	0	0%	0	0%	1	100%	0	0%	1	100%	2	50%	23	37%	0	0%	27	39%
3 Closed stacks	0	0%	0	0%	1	100%	0	0%	1	100%	4	100%	19	30%	0	0%	25	36%
33. Are microforms housed in the facility?	n=	0	n=	0	n=	1	n=	0	n=	1	n=	5	n=	90	n=	1	n=	98
1 No	0	0%	0	0%	0	0%	0	0%	0	0%	2	40%	66	73%	1	100%	69	70%
2 Yes	0	0%	0	0%	1	100%	0	0%	1	100%	3	60%	24	27%	0	0%	29	30%
33a. Types of microforms ?	n=	0	n=	0	n=	1	n=	0	n=	1	n=	3	n=	24	n=	0	n=	29
1 Microfilms	0	0%	0	0%	1	100%	0	0%	1	100%	3	100%	24	100%	0	0%	29	100%
2 Preservation microfilm	0	0%	0	0%	1	100%	0	0%	1	100%	0	0%	2	8%	0	0%	4	14%
3 Microfiche	0	0%	0	0%	1	100%	0	0%	1	100%	1	33%	5	21%	0	0%	8	28%
4 Microcards	0	0%	0	0%	0	0%	0	0%	1	100%	0	0%	1	4%	0	0%	2	7%
33b. Where are the master negatives stored?	n=	0	n=	0	n=	1	n=	0	n=	1	n=	3	n=	16	n=	0	n=	21
1 Off-site storage in a vault	0	0%	0	0%	1	100%	0	0%	1	100%	2	67%	12	75%	0	0%	16	76%
2 General stacks	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
3 Microform reading room	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
4 Special collections	0	0%	0	0%	1	100%	0	0%	1	100%	0	0%	5	31%	0	0%	7	33%
5 Closed stacks	0	0%	0	0%	0	0%	0	0%	1	100%	0	0%	2	13%	0	0%	3	14%
6 Don't have any	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	6	38%	0	0%	6	29%
7 Don't know	0	0%	0	0%	0	0%	0	0%	0	0%	1	33%	3	19%	0	0%	4	19%
33c. Where are the use copies stored?	n=	0	n=	0	n=	1	n=	0	n=	1	n=	3	n=	24	n=	0	n=	29
1 General stacks	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	4	17%	0	0%	4	14%
2 Microform reading room	0	0%	0	0%	0	0%	0	0%	0	0%	1	33%	3	13%	0	0%	4	14%
3 Special collections	0	0%	0	0%	1	100%	0	0%	1	100%	0	0%	14	58%	0	0%	16	55%
4 Closed stacks	0	0%	0	0%	0	0%	0	0%	0	0%	2	67%	4	17%	0	0%	6	21%
33d. How are microfilms housed?	n=	0	n=	0	n=	1	n=	0	n=	1	n=	2	n=	22	n=	0	n=	26
1 Plastic reels	0	0%	0	0%	1	100%	0	0%	1	100%	2	100%	17	77%	0	0%	21	81%
2 Metal reels	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	3	14%	0	0%	3	12%
3 Rubber bands	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	1	5%	0	0%	1	4%
4 Alkaline ties	0	0%	0	0%	1	100%	0	0%	0	0%	1	50%	5	23%	0	0%	7	27%
5 Acidic boxes	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	5	23%	0	0%	5	19%
6 Alkaline boxes	0	0%	0	0%	1	100%	0	0%	0	0%	2	100%	12	55%	0	0%	15	58%
34. Binder a member of the Library Binding Institute?	n=	0	n=	0	n=	1	n=	0	n=	1	n=	3	n=	77	n=	1	n=	83
1 No	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	15	19%	0	0%	15	18%
2 No binding done	0	0%	0	0%	0	0%	0	0%	0	0%	2	67%	39	51%	1	100%	42	51%
3 Yes	0	0%	0	0%	1	100%	0	0%	1	100%	0	0%	3	4%	0	0%	5	6%
4 Don't know	0	0%	0	0%	0	0%	0	0%	0	0%	1	33%	20	26%	0	0%	21	25%
35. Adheres to LBI stds?	n=	0	n=	0	n=	1	n=	0	n=	1	n=	1	n=	27	n=	1	n=	31
1 No	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	2	7%	0	0%	2	6%
2 Yes	0	0%	0	0%	1	100%	0	0%	0	0%	0	0%	2	7%	0	0%	3	10%
3 Don't know	0	0%	0	0%	0	0%	0	0%	1	100%	1	100%	23	85%	1	100%	26	84%
36. Binding decision-makers?	n=	0	n=	0	n=	1	n=	0	n=	1	n=	1	n=	16	n=	0	n=	19
1 Librarian	0	0%	0	0%	1	100%	0	0%	0	0%	1	100%	6	38%	0	0%	8	42%
2 Binding prep. staff	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	1	6%	0	0%	1	5%
3 Bindery and library staff	0	0%	0	0%	0	0%	0	0%	1	100%	0	0%	5	31%	0	0%	6	32%
4 Bindery staff	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	9	56%	0	0%	9	47%
39. Facility houses special collections?	n=	0	n=	0	n=	1	n=	0	n=	1	n=	5	n=	91	n=	1	n=	99
1 No	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	15	16%	1	100%	16	16%
2 Yes	0	0%	0	0%	1	100%	0	0%	1	100%	5	100%	76	84%	0	0%	83	84%

	1,000,000		500,000-999,999		250,000-499,000		100,000-249,999		50,000-99,999		10,000-49,999		UNDER 10,000		NO BOOKS		ALL	
	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%
39a. Materials in special collections?	n=	0	n=	0	n=	1	n=	0	n=	1	n=	5	n=	79	n=	0	n=	86
1 Rare books	0	0%	0	0%	1	100%	0	0%	1	100%	4	80%	56	71%	0	0%	62	72%
2 Manuscripts	0	0%	0	0%	1	100%	0	0%	1	100%	4	80%	66	84%	0	0%	72	84%
3 Local records	0	0%	0	0%	1	100%	0	0%	1	100%	4	80%	49	62%	0	0%	55	64%
4 Local history	0	0%	0	0%	1	100%	0	0%	1	100%	5	100%	73	92%	0	0%	80	93%
5 Maps	0	0%	0	0%	1	100%	0	0%	1	100%	5	100%	72	91%	0	0%	79	92%
6 Photographs	0	0%	0	0%	1	100%	0	0%	1	100%	5	100%	77	97%	0	0%	84	98%
7 Art works	0	0%	0	0%	1	100%	0	0%	1	100%	4	80%	47	59%	0	0%	53	62%
8 Microforms	0	0%	0	0%	1	100%	0	0%	1	100%	3	60%	18	23%	0	0%	23	27%
9 Audio-visual materials	0	0%	0	0%	1	100%	0	0%	1	100%	3	60%	26	33%	0	0%	31	36%
39b. Where are these collections housed?	n=	0	n=	0	n=	1	n=	0	n=	1	n=	5	n=	56	n=	0	n=	63
1 Special collections	0	0%	0	0%	1	100%	0	0%	1	100%	2	40%	40	71%	0	0%	44	70%
2 Vault	0	0%	0	0%	0	0%	0	0%	0	0%	2	40%	22	39%	0	0%	24	38%
3 Closed stacks	0	0%	0	0%	1	100%	0	0%	0	0%	4	80%	26	46%	0	0%	31	49%
39c. Where are these rooms located?	n=	0	n=	0	n=	1	n=	0	n=	1	n=	5	n=	78	n=	0	n=	85
1 Basement	0	0%	0	0%	1	100%	0	0%	1	100%	3	60%	26	33%	0	0%	31	36%
2 Attic	0	0%	0	0%	1	100%	0	0%	0	0%	1	20%	9	12%	0	0%	11	13%
3 Upper floor	0	0%	0	0%	1	100%	0	0%	1	100%	2	40%	39	50%	0	0%	43	51%
4 Main floor	0	0%	0	0%	1	100%	0	0%	0	0%	2	40%	38	49%	0	0%	41	48%
5 Main building	0	0%	0	0%	1	100%	0	0%	1	100%	2	40%	27	35%	0	0%	31	36%
6 Separate facility	0	0%	0	0%	1	100%	0	0%	1	100%	0	0%	9	12%	0	0%	11	13%
40. Staff access to special collections materials?	n=	0	n=	0	n=	0	n=	0	n=	1	n=	4	n=	63	n=	0	n=	68
1 Open without a key	0	0%	0	0%	0	0%	0	0%	1	100%	3	75%	30	48%	0	0%	34	50%
2 Staff Key	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	12	19%	0	0%	12	18%
3 Senior staff only	0	0%	0	0%	0	0%	0	0%	0	0%	1	25%	23	37%	0	0%	24	35%
41. Patron access to spec. collections materials?	n=	0	n=	0	n=	1	n=	0	n=	1	n=	5	n=	74	n=	0	n=	81
1 Open browsing	0	0%	0	0%	0	0%	0	0%	0	0%	1	20%	9	12%	0	0%	10	12%
2 Materials retrieved and use supervised by staff	0	0%	0	0%	1	100%	0	0%	1	100%	5	100%	63	85%	0	0%	70	86%
3 All materials at same time	0	0%	0	0%	0	0%	0	0%	0	0%	2	40%	13	18%	0	0%	15	19%
4 Materials one at a time	0	0%	0	0%	1	100%	0	0%	0	0%	3	60%	25	34%	0	0%	29	36%
42. Personal materials allowed in RR?	n=	0	n=	0	n=	1	n=	0	n=	1	n=	5	n=	68	n=	0	n=	75
1 No restrictions	0	0%	0	0%	0	0%	0	0%	0	0%	2	40%	42	62%	0	0%	44	59%
2 Paper and pencil only	0	0%	0	0%	1	100%	0	0%	1	100%	3	60%	19	28%	0	0%	24	32%
3 Paper, pens, coats, etc.	0	0%	0	0%	0	0%	0	0%	0	0%	1	20%	10	15%	0	0%	11	15%
4 No materials	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
43. Where are mss./archival materials housed?	n=	0	n=	0	n=	1	n=	0	n=	1	n=	5	n=	79	n=	0	n=	86
1 In file cabinets	0	0%	0	0%	0	0%	0	0%	1	100%	4	80%	59	75%	0	0%	64	74%
2 Corrugated boxes	0	0%	0	0%	0	0%	0	0%	1	100%	0	0%	11	14%	0	0%	12	14%
3 Alkaline boxes	0	0%	0	0%	1	100%	0	0%	1	100%	3	60%	51	65%	0	0%	56	65%
4 Manila folders	0	0%	0	0%	1	100%	0	0%	1	100%	1	20%	21	27%	0	0%	24	28%
5 Alkaline folders	0	0%	0	0%	1	100%	0	0%	1	100%	2	40%	48	61%	0	0%	52	60%
8 Scrapbooks	0	0%	0	0%	1	100%	0	0%	1	100%	2	40%	43	54%	0	0%	47	55%

	1,000,000		500,000-999,999		250,000-499,000		100,000-249,999		50,000-99,999		10,000-49,999		UNDER 10,000		NO BOOKS		ALL	
	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%
44. Routine processing tasks performed?	n=	0	n=	0	n=	1	n=	0	n=	1	n=	4	n=	77	n=	0	n=	83
1 Nothing	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	10	13%	0	0%	10	12%
2 Remove staples	0	0%	0	0%	1	100%	0	0%	1	100%	4	100%	56	73%	0	0%	62	75%
3 Unfold	0	0%	0	0%	1	100%	0	0%	1	100%	4	100%	49	64%	0	0%	55	66%
4 Placed in alkaline folders	0	0%	0	0%	1	100%	0	0%	1	100%	4	100%	56	73%	0	0%	62	75%
5 Remove photos	0	0%	0	0%	1	100%	0	0%	1	100%	4	100%	52	68%	0	0%	58	70%
6 Remove newsprint, etc.	0	0%	0	0%	1	100%	0	0%	1	100%	4	100%	45	58%	0	0%	51	61%
7 Humidify and flatten	0	0%	0	0%	0	0%	0	0%	0	0%	2	50%	8	10%	0	0%	10	12%
45. Disaster plan prepared?	n=	0	n=	0	n=	1	n=	0	n=	1	n=	4	n=	91	n=	1	n=	98
1 No	0	0%	0	0%	0	0%	0	0%	1	100%	4	100%	77	85%	1	100%	83	85%
2 Yes	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	3	3%	0	0%	3	3%
3 In preparation	0	0%	0	0%	1	100%	0	0%	0	0%	0	0%	11	12%	0	0%	12	12%
45a. Disaster plan components?	n=	0	n=	0	n=	1	n=	0	n=	0	n=	0	n=	17	n=	0	n=	18
1 Response outline	0	0%	0	0%	1	100%	0	0%	0	0%	0	0%	12	71%	0	0%	13	72%
2 Supplies stored off-site	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	4	24%	0	0%	4	22%
3 Emergency supplies list	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	12	71%	0	0%	12	67%
4 Description of emergency procedures	0	0%	0	0%	1	100%	0	0%	0	0%	0	0%	14	82%	0	0%	15	83%
5 Recovery priorities	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	13	76%	0	0%	13	72%
6 List of staff volunteers	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	10	59%	0	0%	10	56%
7 Community resources	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	10	59%	0	0%	10	56%
8 Conservation experts	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	10	59%	0	0%	10	56%
51. Preservation money allocated?	n=	0	n=	0	n=	1	n=	0	n=	1	n=	5	n=	83	n=	1	n=	91
1 No	0	0%	0	0%	0	0%	0	0%	0	0%	2	40%	28	34%	1	100%	31	34%
2 Yes	0	0%	0	0%	1	100%	0	0%	1	100%	3	60%	55	66%	0	0%	60	66%

APPENDIX G

TOWN CLERKS BY SIZE OF BOOK COLLECTION

	1,000,000		500,000-999,999		250,000-499,000		100,000-249,999		50,000-99,999		10,000-49,999		UNDER 10,000		NO BOOKS		ALL	
	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%
3. Predominant material facility construction	n=	1	n=	0	n=	0	n=	2	n=	0	n=	4	n=	175	n=	27	n=	209
1 Stone	0	0%	0	0%	0	0%	1	50%	0	0%	1	25%	30	17%	5	19%	37	18%
2 Brick	1	100%	0	0%	0	0%	1	50%	0	0%	2	50%	101	58%	13	48%	116	56%
3 Wood	0	0%	0	0%	0	0%	2	100%	0	0%	2	50%	105	80%	17	63%	126	60%
4 Concrete	0	0%	0	0%	0	0%	1	50%	0	0%	3	75%	51	29%	6	30%	63	30%
5 Glass	0	0%	0	0%	0	0%	0	0%	0	0%	1	25%	25	14%	2	7%	26	13%
8 Steel	0	0%	0	0%	0	0%	0	0%	0	0%	1	25%	24	14%	4	15%	29	14%
7 Don't know	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	1	1%	0	0%	1	0%
4. Condition of roof and exterior walls	n=	1	n=	0	n=	0	n=	2	n=	0	n=	4	n=	169	n=	25	n=	201
1 Good condition	1	100%	0	0%	0	0%	2	100%	0	0%	3	75%	117	69%	18	72%	141	70%
2 Exterior walls are insulated	0	0%	0	0%	0	0%	1	50%	0	0%	3	75%	41	24%	9	36%	54	27%
3 Exterior walls not insulated	0	0%	0	0%	0	0%	1	50%	0	0%	0	0%	65	38%	8	32%	74	37%
4 Condensation occurs on walls/windows	0	0%	0	0%	0	0%	1	50%	0	0%	0	0%	12	7%	2	8%	15	7%
5 Exterior walls leak	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	7	4%	0	0%	7	3%
6 Roof/attic is insulated	0	0%	0	0%	0	0%	2	100%	0	0%	1	25%	41	24%	9	36%	53	26%
7 Roof/attic is not insulated	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	42	25%	7	28%	49	24%
8 Water accumulates on roof	0	0%	0	0%	0	0%	0	0%	0	0%	1	25%	11	7%	7	28%	19	9%
9 Roof leaks	0	0%	0	0%	0	0%	0	0%	0	0%	1	25%	21	12%	3	12%	25	12%
10 Don't know	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	13	6%	3	12%	16	6%
5. Which of the rooms exist in your facility?	n=	0	n=	0	n=	0	n=	2	n=	0	n=	4	n=	163	n=	27	n=	196
1 None	0	0%	0	0%	0	0%	0	0%	0	0%	1	25%	26	18%	5	19%	32	18%
2 Attic	0	0%	0	0%	0	0%	1	50%	0	0%	0	0%	67	41%	9	33%	77	39%
3 Basement stacks	0	0%	0	0%	0	0%	0	0%	0	0%	2	50%	47	29%	15	56%	64	33%
4 Storage room(s)	0	0%	0	0%	0	0%	2	100%	0	0%	3	75%	108	66%	16	59%	129	66%
5 Non-stack basement	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	48	29%	6	22%	54	28%
5a. What is the condition of the attic?	n=	0	n=	0	n=	0	n=	1	n=	0	n=	0	n=	68	n=	10	n=	79
1 Clean	0	0%	0	0%	0	0%	1	100%	0	0%	0	0%	26	41%	1	10%	30	38%
2 Cluttered	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	27	40%	6	60%	33	42%
3 Dirty	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	22	32%	7	70%	29	37%
4 Dry	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	35	51%	4	40%	39	49%
5 Wet	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	2	3%	0	0%	2	3%
8 Rodents	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	6	9%	1	10%	7	9%
7 Insects	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	5	7%	2	20%	7	9%
8 Mold	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	3	4%	1	10%	4	5%
5a. What is the condition of the basement stacks?	n=	0	n=	0	n=	0	n=	0	n=	0	n=	2	n=	44	n=	15	n=	81
1 Clean	0	0%	0	0%	0	0%	0	0%	0	0%	2	100%	16	41%	7	47%	27	44%
2 Cluttered	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	21	48%	5	33%	26	43%
3 Dirty	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	10	23%	5	33%	15	25%
4 Dry	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	16	36%	9	60%	25	41%
5 Wet	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	6	18%	2	13%	10	16%
8 Rodents	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	1	2%	1	7%	2	3%
7 Insects	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	1	2%	1	7%	2	3%
8 Mold	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	8	14%	4	27%	10	16%
5a. What is the condition of the storage rooms?	n=	0	n=	0	n=	0	n=	1	n=	0	n=	3	n=	109	n=	13	n=	126
1 Clean	0	0%	0	0%	0	0%	0	0%	0	0%	1	33%	55	50%	8	46%	82	49%
2 Cluttered	0	0%	0	0%	0	0%	1	100%	0	0%	1	33%	52	48%	5	38%	59	47%
3 Dirty	0	0%	0	0%	0	0%	0	0%	0	0%	1	33%	14	13%	4	31%	19	15%
4 Dry	0	0%	0	0%	0	0%	0	0%	0	0%	1	33%	54	50%	7	54%	62	49%
5 Wet	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	5	5%	0	0%	5	4%
8 Rodents	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	2	2%	0	0%	2	2%
7 Insects	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	4	4%	0	0%	4	3%
8 Mold	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	12	11%	2	15%	14	11%
5a. What is the condition of the non-stack basement?	n=	0	n=	0	n=	0	n=	0	n=	0	n=	0	n=	53	n=	6	n=	59
1 Clean	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	20	38%	1	17%	21	36%
2 Cluttered	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	30	57%	2	33%	32	54%
3 Dirty	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	14	26%	4	67%	18	31%
4 Dry	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	19	36%	2	33%	21	36%
5 Wet	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	11	21%	0	0%	11	19%
8 Rodents	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	8	15%	0	0%	8	14%
7 Insects	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	3	8%	0	0%	3	5%
8 Mold	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	13	25%	2	33%	15	25%

	1,000,000		500,000-999,999		250,000-499,000		100,000-249,999		50,000-99,999		10,000-49,999		UNDER 10,000		NO BOOKS		ALL	
	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%
6. Type of security system?	n=	1	n=	0	n=	0	n=	2	n=	0	n=	4	n=	164	n=	27	n=	198
1 None	0	0%	0	0%	0	0%	0	0%	0	0%	1	25%	64	39%	14	52%	79	40%
2 Shared system	1	100%	0	0%	0	0%	2	100%	0	0%	4	100%	98	60%	13	48%	118	60%
3 Burglar alarms	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	21	13%	6	22%	27	14%
4 Motion detectors	0	0%	0	0%	0	0%	0	0%	0	0%	1	25%	19	12%	5	19%	25	13%
5 After-hours guard	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	3	2%	1	4%	4	2%
6 Computerized system	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	4	2%	0	0%	4	2%
7 Electronics at exit	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	9	5%	1	4%	10	5%
7. Areas covered by HVAC?	n=	0	n=	0	n=	0	n=	2	n=	0	n=	4	n=	138	n=	21	n=	165
1 General books	0	0%	0	0%	0	0%	1	50%	0	0%	3	75%	42	30%	6	29%	52	32%
2 Special collections	0	0%	0	0%	0	0%	1	50%	0	0%	4	100%	43	31%	11	52%	59	36%
3 Administrative areas	0	0%	0	0%	0	0%	2	100%	0	0%	3	75%	110	80%	13	62%	128	78%
4 Don't know	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	14	10%	2	10%	16	10%
8. Components?	n=	1	n=	0	n=	0	n=	2	n=	0	n=	4	n=	142	n=	24	n=	173
1 Heating	1	100%	0	0%	0	0%	2	100%	0	0%	4	100%	126	89%	18	75%	151	87%
2 Ventilation	0	0%	0	0%	0	0%	1	50%	0	0%	3	75%	37	26%	7	29%	48	28%
3 Air-conditioning	0	0%	0	0%	0	0%	2	100%	0	0%	2	50%	82	58%	14	58%	100	58%
4 Humidity control	0	0%	0	0%	0	0%	1	50%	0	0%	2	50%	31	22%	6	25%	40	23%
5 Don't know	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	6	4%	2	8%	8	5%
9. What areas are covered by AC?	n=	0	n=	0	n=	0	n=	2	n=	0	n=	2	n=	94	n=	16	n=	114
1 General books	0	0%	0	0%	0	0%	1	50%	0	0%	1	50%	26	28%	1	6%	29	25%
2 Special collections	0	0%	0	0%	0	0%	1	50%	0	0%	2	100%	25	27%	5	31%	33	29%
3 Administrative areas	0	0%	0	0%	0	0%	2	100%	0	0%	1	50%	83	88%	10	63%	96	84%
4 Don't know	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	6	6%	2	13%	8	7%
9a. Where is the chiller located?	n=	0	n=	0	n=	0	n=	2	n=	0	n=	1	n=	97	n=	15	n=	115
1 Roof	0	0%	0	0%	0	0%	1	50%	0	0%	1	100%	21	22%	3	20%	26	23%
2 Outside on the grounds	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	16	16%	3	20%	19	17%
3 Mechanical room	0	0%	0	0%	0	0%	1	50%	0	0%	0	0%	8	8%	1	7%	10	9%
4 Windows	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	61	63%	9	60%	70	61%
10. Constant control possible?	n=	1	n=	0	n=	0	n=	2	n=	0	n=	2	n=	152	n=	26	n=	183
1 No	1	100%	0	0%	0	0%	1	50%	0	0%	2	100%	117	77%	18	69%	139	76%
2 Yes	0	0%	0	0%	0	0%	1	50%	0	0%	0	0%	35	23%	8	31%	44	24%
11. Constant setting?	n=	1	n=	0	n=	0	n=	1	n=	0	n=	3	n=	81	n=	12	n=	98
1 No	1	100%	0	0%	0	0%	1	100%	0	0%	0	0%	43	53%	4	33%	49	50%
2 Don't know	0	0%	0	0%	0	0%	0	0%	0	0%	3	100%	14	17%	1	8%	18	18%
3 Yes	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	24	30%	7	58%	31	32%
11a. Setting of Air-conditioning?	n=	0	n=	0	n=	0	n=	1	n=	0	n=	1	n=	52	n=	11	n=	65
60-63	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	1	2%	0	0%	1	2%
64-67	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	5	10%	2	18%	7	11%
68-71	0	0%	0	0%	0	0%	0	0%	0	0%	1	100%	16	31%	4	36%	21	32%
72-75	0	0%	0	0%	0	0%	1	100%	0	0%	0	0%	5	10%	0	0%	6	9%
76-79	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
Don't know	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	25	48%	5	45%	30	46%
11a. Setting of heating?	n=	1	n=	0	n=	0	n=	1	n=	0	n=	1	n=	66	n=	11	n=	80
60-63	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	4	6%	0	0%	4	5%
64-67	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	11	17%	3	27%	14	18%
68-71	1	100%	0	0%	0	0%	1	100%	0	0%	1	100%	27	41%	4	36%	34	43%
72-75	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	1	2%	1	9%	2	3%
76-79	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
Don't know	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	23	35%	3	27%	26	33%

	1,000,000		500,000-999,999		250,000-499,000		100,000-249,999		50,000-99,999		10,000-49,999		UNDER 10,000		NO BOOKS		ALL	
	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%
11b. AC turned down or shut off?	n=	0	n=	0	n=	0	n=	1	n=	0	n=	1	n=	57	n=	11	n=	70
1 No	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	13	23%	5	45%	18	26%
2 Don't know	0	0%	0	0%	0	0%	0	0%	0	0%	1	100%	9	16%	2	18%	12	17%
3 Yes	0	0%	0	0%	0	0%	1	100%	0	0%	0	0%	35	61%	4	36%	40	57%
11b. Heat turned down or shut off?	n=	1	n=	0	n=	0	n=	1	n=	0	n=	2	n=	65	n=	13	n=	82
1 No	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	21	32%	4	31%	25	30%
2 Don't know	0	0%	0	0%	0	0%	0	0%	0	0%	1	50%	10	15%	2	15%	13	16%
3 Yes	1	100%	0	0%	0	0%	1	100%	0	0%	1	50%	34	52%	7	54%	44	54%
11b. Ventilation turned down or shut off?	n=	0	n=	0	n=	0	n=	0	n=	0	n=	2	n=	36	n=	6	n=	44
1 No	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	15	42%	2	33%	17	39%
2 Don't know	0	0%	0	0%	0	0%	0	0%	0	0%	1	50%	12	33%	2	33%	15	34%
3 Yes	0	0%	0	0%	0	0%	0	0%	0	0%	1	50%	9	25%	2	33%	12	27%
11c. Humidity control devices used?	n=	1	n=	0	n=	0	n=	0	n=	0	n=	2	n=	57	n=	7	n=	67
1 Portable humidifiers	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	8	14%	2	29%	10	15%
2 Portable dehumidifiers	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	24	42%	3	43%	27	40%
3 System humidification	0	0%	0	0%	0	0%	0	0%	0	0%	1	50%	11	19%	3	43%	15	22%
4 System dehumidification	0	0%	0	0%	0	0%	0	0%	0	0%	1	50%	9	16%	2	29%	12	18%
12. Separate HVAC for special collections?	n=	1	n=	0	n=	0	n=	2	n=	0	n=	3	n=	159	n=	27	n=	192
1 No	1	100%	0	0%	0	0%	1	50%	0	0%	2	67%	132	83%	21	78%	157	82%
2 Yes	0	0%	0	0%	0	0%	1	50%	0	0%	1	33%	27	17%	6	22%	35	18%
12a. Constant control?	n=	0	n=	0	n=	0	n=	1	n=	0	n=	2	n=	49	n=	10	n=	62
1 No	0	0%	0	0%	0	0%	0	0%	0	0%	1	50%	23	47%	5	50%	29	47%
2 Yes	0	0%	0	0%	0	0%	1	100%	0	0%	1	50%	26	53%	5	50%	33	53%
12b. Constant setting?	n=	0	n=	0	n=	0	n=	1	n=	0	n=	1	n=	43	n=	11	n=	56
1 No	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	15	35%	6	55%	21	38%
2 Don't know	0	0%	0	0%	0	0%	0	0%	0	0%	1	100%	7	16%	1	9%	9	16%
3 Yes	0	0%	0	0%	0	0%	1	100%	0	0%	0	0%	21	49%	4	36%	26	46%
12c. Setting of Air-conditioning?	n=	0	n=	0	n=	0	n=	1	n=	0	n=	1	n=	26	n=	8	n=	34
60-63	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	2	8%	0	0%	2	6%
64-67	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	2	8%	1	17%	3	9%
68-71	0	0%	0	0%	0	0%	0	0%	0	0%	1	100%	5	19%	1	17%	7	21%
72-75	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	3	12%	0	0%	3	9%
76-79	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
Don't know	0	0%	0	0%	0	0%	1	100%	0	0%	0	0%	14	54%	4	67%	19	56%
12c. Setting of heating?	n=	0	n=	0	n=	0	n=	1	n=	0	n=	1	n=	29	n=	5	n=	36
60-63	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	3	10%	0	0%	3	8%
64-67	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	3	10%	1	20%	4	11%
68-71	0	0%	0	0%	0	0%	0	0%	0	0%	1	100%	9	31%	1	20%	11	31%
72-75	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	2	7%	0	0%	2	6%
76-79	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
Don't know	0	0%	0	0%	0	0%	1	100%	0	0%	0	0%	12	41%	3	60%	16	44%
12d. AC turned down or shut off?	n=	0	n=	0	n=	0	n=	1	n=	0	n=	1	n=	28	n=	7	n=	37
1 No	0	0%	0	0%	0	0%	1	100%	0	0%	0	0%	14	50%	2	29%	17	46%
2 Don't know	0	0%	0	0%	0	0%	0	0%	0	0%	1	100%	8	21%	2	29%	9	24%
3 Yes	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	8	29%	3	43%	11	30%
12d. Heat turned down or shut off?	n=	0	n=	0	n=	0	n=	1	n=	0	n=	1	n=	31	n=	6	n=	39
1 No	0	0%	0	0%	0	0%	1	100%	0	0%	0	0%	14	45%	2	33%	17	44%
2 Don't know	0	0%	0	0%	0	0%	0	0%	0	0%	1	100%	7	23%	1	17%	9	23%
3 Yes	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	10	32%	3	50%	13	33%

	1,000,000		500,000-999,999		250,000-499,000		100,000-249,999		50,000-99,999		10,000-49,999		UNDER 10,000		NO BOOKS		ALL	
	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%
12d. Ventilation turned down or shut off?	n=	0	n=	0	n=	0	n=	0	n=	0	n=	1	n=	21	n=	3	n=	25
1 No	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	12	57%	0	0%	12	48%
2 Don't know	0	0%	0	0%	0	0%	0	0%	0	0%	1	100%	5	24%	2	67%	8	32%
3 Yes	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	4	19%	1	33%	5	20%
12e. Humidity control devices used?	n=	1	n=	0	n=	0	n=	0	n=	0	n=	1	n=	33	n=	5	n=	40
1 Portable humidifiers	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	5	15%	1	20%	6	15%
2 Portable dehumidifiers	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	12	36%	1	20%	13	33%
3 System humidification	0	0%	0	0%	0	0%	0	0%	0	0%	1	100%	10	30%	0	0%	11	28%
4 System dehumidification	0	0%	0	0%	0	0%	0	0%	0	0%	1	100%	9	27%	1	20%	11	28%
13. Environmental monitoring devices?	n=	1	n=	0	n=	0	n=	2	n=	0	n=	1	n=	168	n=	28	n=	198
1 None	1	100%	0	0%	0	0%	0	0%	0	0%	0	0%	39	23%	9	35%	49	25%
2 Thermostat	0	0%	0	0%	0	0%	2	100%	0	0%	0	0%	114	68%	13	50%	129	65%
3 Thermometer	0	0%	0	0%	0	0%	1	50%	0	0%	1	100%	37	22%	7	27%	46	23%
4 Hygrometer	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	9	5%	0	0%	9	5%
5 Thermohygrometer	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	2	1%	0	0%	2	1%
6 Hygrothermograph	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	1	1%	0	0%	1	1%
7 Sling psychrometer	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	1	1%	0	0%	1	1%
8 Battery-operated psychrometer	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	1	1%	0	0%	1	1%
14. Reduction of entering light?	n=	1	n=	0	n=	0	n=	2	n=	0	n=	4	n=	164	n=	24	n=	195
1 No windows	1	100%	0	0%	0	0%	0	0%	0	0%	2	50%	51	31%	8	33%	62	32%
2 Nothing done	0	0%	0	0%	0	0%	0	0%	0	0%	2	50%	54	33%	12	50%	68	35%
3 Light-filtering film	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	1	1%	0	0%	1	1%
4 Light-filtering glass	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	3	2%	0	0%	3	2%
5 Shades	0	0%	0	0%	0	0%	2	100%	0	0%	0	0%	53	32%	6	25%	61	31%
6 Curtains	0	0%	0	0%	0	0%	1	50%	0	0%	1	25%	36	22%	2	8%	40	21%
7 Roof overhangs	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	5	3%	0	0%	5	3%
8 Awnings	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	1	1%	0	0%	1	1%
15. Reduction of UV radiation inside?	n=	1	n=	0	n=	0	n=	2	n=	0	n=	4	n=	158	n=	26	n=	191
1 None	1	100%	0	0%	0	0%	2	100%	0	0%	1	25%	131	83%	25	96%	160	84%
2 UV-filtering sleeves	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	7	4%	1	4%	8	4%
3 Low UV fluorescent tubes	0	0%	0	0%	0	0%	0	0%	0	0%	2	50%	14	9%	1	4%	17	9%
4 UF-3 or UF-4 plexiglass	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
5 UV-filtering film	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	1	1%	0	0%	1	1%
6 Lights turned on and off	0	0%	0	0%	0	0%	0	0%	0	0%	2	50%	13	8%	0	0%	15	8%
16. Fire detection/suppression systems installed?	n=	1	n=	0	n=	0	n=	2	n=	0	n=	4	n=	172	n=	27	n=	206
1 No	0	0%	0	0%	0	0%	1	50%	0	0%	2	50%	36	22%	6	22%	47	23%
2 Don't know	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	5	3%	1	4%	6	3%
3 Yes	1	100%	0	0%	0	0%	1	50%	0	0%	2	50%	129	75%	20	74%	153	74%
16a. Type of system?	n=	1	n=	0	n=	0	n=	1	n=	0	n=	2	n=	132	n=	20	n=	156
1 Fire extinguishers	1	100%	0	0%	0	0%	1	100%	0	0%	1	50%	107	81%	17	85%	127	81%
2 Wet pipe sprinklers	0	0%	0	0%	0	0%	1	100%	0	0%	1	50%	30	23%	5	25%	37	24%
3 Dry pipe sprinklers	0	0%	0	0%	0	0%	1	100%	0	0%	0	0%	7	5%	4	20%	12	8%
4 Halon	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	5	4%	1	5%	6	4%
5 Smoke detectors	0	0%	0	0%	0	0%	0	0%	0	0%	2	100%	81	61%	8	40%	91	58%
6 Heat detectors	0	0%	0	0%	0	0%	0	0%	0	0%	2	100%	53	40%	2	10%	57	37%
7 Ionization detectors	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	2	2%	0	0%	2	1%
16b. Where are these systems installed (Everywhere)?	n=	1	n=	0	n=	0	n=	1	n=	0	n=	2	n=	109	n=	14	n=	127
1 Fire extinguishers	1	100%	0	0%	0	0%	0	0%	0	0%	2	100%	82	75%	10	71%	95	75%
2 Wet pipe sprinklers	0	0%	0	0%	0	0%	1	100%	0	0%	0	0%	23	21%	4	29%	28	22%
3 Dry pipe sprinklers	0	0%	0	0%	0	0%	1	100%	0	0%	0	0%	7	6%	3	21%	11	9%
4 Halon	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
5 Smoke detectors	0	0%	0	0%	0	0%	0	0%	0	0%	2	100%	55	50%	6	57%	65	51%
6 Heat detectors	0	0%	0	0%	0	0%	0	0%	0	0%	2	100%	37	34%	1	7%	40	31%
7 Ionization detectors	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	2	2%	0	0%	2	2%

	1,000,000		500,000-999,999		250,000-499,000		100,000-249,999		50,000-99,999		10,000-49,999		UNDER 10,000		NO BOOKS		ALL	
	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%
16b. Where are these systems installed (Storage areas)?	n=	0	n=	0	n=	0	n=	0	n=	0	n=	0	n=	17	n=	2	n=	19
1 Fire extinguishers	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	8	47%	1	50%	9	47%
2 Wet pipe sprinklers	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	4	24%	1	50%	5	26%
3 Dry pipe sprinklers	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	1	6%	1	50%	2	11%
4 Halon	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
5 Smoke detectors	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	4	24%	0	0%	4	21%
6 Heat detectors	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	5	29%	0	0%	5	26%
7 Ionization detectors	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
16b. Where are these systems installed (Vault)?	n=	0	n=	0	n=	0	n=	0	n=	0	n=	0	n=	20	n=	0	n=	20
1 Fire extinguishers	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	7	35%	0	0%	7	35%
2 Wet pipe sprinklers	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	3	15%	0	0%	3	15%
3 Dry pipe sprinklers	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	2	10%	0	0%	2	10%
4 Halon	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	3	15%	0	0%	3	15%
5 Smoke detectors	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	7	35%	0	0%	7	35%
6 Heat detectors	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	10	50%	0	0%	10	50%
7 Ionization detectors	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	1	5%	0	0%	1	5%
16b. Where are these systems installed (Spec. collec.)?	n=	0	n=	0	n=	0	n=	0	n=	0	n=	0	n=	12	n=	1	n=	13
1 Fire extinguishers	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	7	58%	0	0%	7	54%
2 Wet pipe sprinklers	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
3 Dry pipe sprinklers	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	1	8%	0	0%	1	8%
4 Halon	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	3	25%	1	100%	4	31%
5 Smoke detectors	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	4	33%	0	0%	4	31%
6 Heat detectors	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	4	33%	0	0%	4	31%
7 Ionization detectors	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
16c. Inspected regularly?	n=	1	n=	0	n=	0	n=	1	n=	0	n=	2	n=	128	n=	19	n=	151
1 No	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	5	4%	2	11%	7	5%
2 Annually	1	100%	0	0%	0	0%	0	0%	0	0%	1	50%	53	41%	6	32%	61	40%
3 Twice a Year	0	0%	0	0%	0	0%	1	100%	0	0%	1	50%	26	20%	3	16%	31	21%
4 More than twice a year	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	15	12%	1	5%	16	11%
5 Don't know	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	29	23%	7	37%	36	24%
16d. How are they inspected?	n=	1	n=	0	n=	0	n=	1	n=	0	n=	2	n=	111	n=	16	n=	131
1 With a match	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
2 Professionally-trained personnel	0	0%	0	0%	0	0%	1	100%	0	0%	2	100%	66	59%	8	50%	77	59%
3 Fire marshall	1	100%	0	0%	0	0%	0	0%	0	0%	0	0%	19	17%	2	13%	22	17%
4 Don't know	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	29	26%	8	50%	37	28%
17. Connected to fire department?	n=	1	n=	0	n=	0	n=	1	n=	0	n=	2	n=	128	n=	18	n=	150
1 No	1	100%	0	0%	0	0%	0	0%	0	0%	1	50%	41	32%	8	44%	51	34%
2 Yes	0	0%	0	0%	0	0%	1	100%	0	0%	1	50%	87	68%	10	56%	99	66%
18. Are water alarms present?	n=	1	n=	0	n=	0	n=	2	n=	0	n=	4	n=	160	n=	24	n=	191
1 No	1	100%	0	0%	0	0%	1	50%	0	0%	3	75%	153	96%	22	92%	180	94%
2 Throughout the facility	0	0%	0	0%	0	0%	1	50%	0	0%	1	25%	3	2%	2	8%	7	4%
3 Selected areas only	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	4	3%	0	0%	4	2%
19. Has a building survey been done?	n=	1	n=	0	n=	0	n=	2	n=	0	n=	4	n=	155	n=	26	n=	188
1 No	0	0%	0	0%	0	0%	1	50%	0	0%	3	75%	98	63%	17	65%	119	63%
2 Yes	1	100%	0	0%	0	0%	1	50%	0	0%	1	25%	57	37%	9	35%	69	37%
19a. Who performed the building survey?	n=	0	n=	0	n=	0	n=	1	n=	0	n=	0	n=	27	n=	5	n=	33
1 NEDCC	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
2 Independent Consultant	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	12	44%	1	20%	13	39%
3 Society of American Archivists	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
4 Staff	0	0%	0	0%	0	0%	1	100%	0	0%	0	0%	15	56%	4	80%	20	61%

	1,000,000		500,000-999,999		250,000-499,000		100,000-249,999		50,000-99,999		10,000-49,999		UNDER 10,000		NO BOOKS		ALL	
	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%
20. Is there a preservation plan?	n=	1	n=	0	n=	0	n=	2	n=	0	n=	3	n=	158	n=	25	n=	189
1 No	1	100%	0	0%	0	0%	2	100%	0	0%	3	100%	149	94%	23	92%	178	94%
2 Yes	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	9	6%	2	8%	11	6%
21. Has a collection survey been done?	n=	1	n=	0	n=	0	n=	1	n=	0	n=	0	n=	156	n=	24	n=	182
1 No	1	100%	0	0%	0	0%	1	100%	0	0%	0	0%	101	65%	18	75%	121	66%
2 Yes	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	55	35%	6	25%	61	34%
21a. Who performed the collection survey?	n=	0	n=	0	n=	0	n=	0	n=	0	n=	0	n=	34	n=	4	n=	38
1 NEDCC	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	6	18%	1	25%	7	18%
2 Independent consultant	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	11	32%	1	25%	12	32%
3 Staff	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	17	50%	2	50%	19	50%
23. Person with preservation skills identified?	n=	1	n=	0	n=	0	n=	2	n=	0	n=	4	n=	155	n=	24	n=	186
1 No	1	100%	0	0%	0	0%	2	100%	0	0%	4	100%	117	75%	19	79%	143	77%
2 Yes	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	38	25%	5	21%	43	23%
24. Person with preservation skills on staff?	n=	1	n=	0	n=	0	n=	2	n=	0	n=	3	n=	147	n=	21	n=	174
1 No	1	100%	0	0%	0	0%	2	100%	0	0%	3	100%	141	96%	20	95%	167	96%
2 Yes	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	8	4%	1	5%	7	4%
24b. Has this person run workshops for the staff?	n=	0	n=	0	n=	0	n=	0	n=	0	n=	1	n=	14	n=	3	n=	18
1 No	0	0%	0	0%	0	0%	0	0%	0	0%	1	100%	12	86%	2	87%	15	83%
2 Yes	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	2	14%	1	33%	3	17%
25. Attended preservation education programs?	n=	1	n=	0	n=	0	n=	2	n=	0	n=	3	n=	157	n=	24	n=	187
1 No	0	0%	0	0%	0	0%	2	100%	0	0%	2	67%	92	59%	18	75%	114	61%
2 Regional programs	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	14	9%	2	8%	18	9%
3 State programs	1	100%	0	0%	0	0%	0	0%	0	0%	1	33%	57	36%	5	21%	64	34%
4 National programs	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
5 Professional organizations	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	8	5%	1	4%	9	5%
8 University courses	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
7 Professional conferences	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	10	6%	0	0%	10	5%
25a. Preservation topics taught?	n=	1	n=	0	n=	0	n=	0	n=	0	n=	1	n=	63	n=	6	n=	71
1 Environmental controls	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	31	49%	4	67%	35	49%
2 Basic repairs	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	22	35%	1	17%	23	32%
3 Storage	1	100%	0	0%	0	0%	0	0%	0	0%	1	100%	50	79%	6	100%	58	82%
4 Proper shelving	0	0%	0	0%	0	0%	0	0%	0	0%	1	100%	36	57%	2	33%	39	55%
5 Care and handling	1	100%	0	0%	0	0%	0	0%	0	0%	0	0%	35	56%	5	83%	41	58%
6 Security	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	24	38%	3	50%	27	38%
7 Disaster preparedness	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	37	59%	4	67%	41	58%
8 Protective enclosures	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	26	41%	3	50%	29	41%
9 Library binding	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	9	14%	0	0%	9	13%
10 Care of photographs	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	9	14%	0	0%	9	13%
11 Nature of photographs	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	5	8%	0	0%	5	7%
12 Conservation of photographs	1	100%	0	0%	0	0%	0	0%	0	0%	0	0%	7	11%	0	0%	8	11%
13 Preservation microfilming	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	35	56%	2	33%	37	52%
14 Preservation management	0	0%	0	0%	0	0%	0	0%	0	0%	1	100%	24	38%	3	50%	28	39%
15 Conservation treatment	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	15	24%	2	33%	17	24%
18 Advanced hands-on	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	3	5%	0	0%	3	4%
17 Deacidification	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	17	27%	1	17%	18	25%
18 Pest control	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	2	3%	0	0%	2	3%
26. Familiar with NEDCC?	n=	1	n=	0	n=	0	n=	2	n=	0	n=	4	n=	187	n=	26	n=	200
1 No	1	100%	0	0%	0	0%	1	50%	0	0%	3	75%	100	60%	21	81%	126	63%
2 Yes	0	0%	0	0%	0	0%	1	50%	0	0%	1	25%	67	40%	5	19%	74	37%
26a. Contracted work with NEDCC?	n=	0	n=	0	n=	0	n=	1	n=	0	n=	1	n=	78	n=	8	n=	88
1 No	0	0%	0	0%	0	0%	1	100%	0	0%	1	100%	54	71%	5	83%	61	71%
2 Yes	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	22	29%	3	38%	25	29%

	1,000,000		500,000-999,999		250,000-499,000		100,000-249,999		50,000-99,999		10,000-49,999		UNDER 10,000		NO BOOKS		ALL	
	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%
26b. Services used?	n=	0	n=	0	n=	0	n=	1	n=	0	n=	0	n=	23	n=	1	n=	25
1 Preservation microfilming	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	5	22%	0	0%	5	20%
2 Book conservation	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	16	70%	0	0%	16	64%
3 Surveys	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	3	13%	0	0%	3	12%
4 Paper conservation	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	5	22%	1	100%	6	24%
5 Photograph conservation	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
6 Photographic copying	0	0%	0	0%	0	0%	1	100%	0	0%	0	0%	0	0%	0	0%	1	4%
7 Workshops	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	4	17%	0	0%	4	16%
8 Disaster assistance	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
27. Photocopy machines available to patrons?	n=	1	n=	0	n=	0	n=	2	n=	0	n=	3	n=	169	n=	25	n=	200
1 No	0	0%	0	0%	0	0%	0	0%	0	0%	1	33%	47	28%	6	24%	54	27%
2 Yes	1	100%	0	0%	0	0%	2	100%	0	0%	2	67%	122	72%	19	76%	148	73%
27a. Policy regarding use of photocopy machines?	n=	1	n=	0	n=	0	n=	2	n=	0	n=	2	n=	149	n=	18	n=	172
1 No restrictions	0	0%	0	0%	0	0%	1	50%	0	0%	0	0%	25	17%	8	44%	34	20%
2 Certain items not photocopied	0	0%	0	0%	0	0%	1	50%	0	0%	0	0%	30	20%	4	22%	35	20%
3 Certain items by patrons	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	8	5%	1	6%	9	5%
4 Certain items by staff only	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	41	28%	3	17%	44	26%
5 All items by staff	1	100%	0	0%	0	0%	0	0%	0	0%	2	100%	88	59%	8	44%	99	58%
28. Is the staff trained to shelve properly?	n=	1	n=	0	n=	0	n=	2	n=	0	n=	4	n=	161	n=	24	n=	192
1 No	1	100%	0	0%	0	0%	2	100%	0	0%	2	50%	119	74%	21	88%	145	76%
2 Yes	0	0%	0	0%	0	0%	0	0%	0	0%	2	50%	42	26%	3	13%	47	24%
28a. How is staff trained to shelve materials?	n=	0	n=	0	n=	0	n=	0	n=	0	n=	1	n=	30	n=	1	n=	32
1 Tilt volume by headcap	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	4	13%	1	100%	5	16%
2 Push volumes on either side	0	0%	0	0%	0	0%	0	0%	0	0%	1	100%	26	87%	0	0%	27	84%
3 Tilt with pressure on textblock	0	0%	0	0%	0	0%	0	0%	0	0%	1	100%	1	3%	0	0%	2	6%
4 Bookends readjusted	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	7	23%	0	0%	7	22%
29. Shelving of oversized volumes?	n=	1	n=	0	n=	0	n=	2	n=	0	n=	4	n=	149	n=	18	n=	172
1 Spine up	0	0%	0	0%	0	0%	0	0%	0	0%	1	25%	41	28%	7	44%	49	28%
2 Spine down	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	18	12%	6	38%	24	14%
3 Upright, separate shelves	0	0%	0	0%	0	0%	1	50%	0	0%	2	50%	73	49%	7	44%	83	48%
4 Flat on separate shelves	1	100%	0	0%	0	0%	1	50%	0	0%	3	75%	86	58%	7	44%	98	57%
30. Paper mended how?	n=	1	n=	0	n=	0	n=	2	n=	0	n=	4	n=	160	n=	20	n=	187
1 None done	1	100%	0	0%	0	0%	2	100%	0	0%	2	50%	125	78%	17	85%	147	79%
2 "Archival" tape	0	0%	0	0%	0	0%	0	0%	0	0%	1	25%	7	4%	0	0%	8	4%
3 Scotch tape	0	0%	0	0%	0	0%	1	50%	0	0%	2	50%	39	24%	6	30%	48	26%
4 Elmer's glue	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	5	3%	0	0%	5	3%
5 Library paste	0	0%	0	0%	0	0%	0	0%	0	0%	2	50%	2	1%	1	5%	5	3%
6 Japanese tissue and starch paste	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
7 Heat set tissue	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
31. Books mended how?	n=	1	n=	0	n=	0	n=	2	n=	0	n=	4	n=	148	n=	22	n=	177
1 Not applicable	1	100%	0	0%	0	0%	0	0%	0	0%	0	0%	15	10%	9	41%	25	14%
2 None done	0	0%	0	0%	0	0%	2	100%	0	0%	3	75%	117	79%	12	55%	134	76%
3 Cloth tape	0	0%	0	0%	0	0%	0	0%	0	0%	1	25%	8	5%	0	0%	9	5%
4 "Archival" tape	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
5 Scotch tape	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	10	7%	2	9%	12	7%
6 Bookcloth and PVA	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
7 In-house recasing	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
32. Oversized prints, etc. housed how?	n=	0	n=	0	n=	0	n=	2	n=	0	n=	4	n=	149	n=	17	n=	172
1 Around or in a tube	0	0%	0	0%	0	0%	1	50%	0	0%	3	75%	110	74%	12	71%	126	73%
2 Rolled in acidic kraft	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	3	2%	1	6%	4	2%
3 Rolled in alkaline kraft	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	2	1%	1	6%	3	2%
4 Flat in metal map cases	0	0%	0	0%	0	0%	1	50%	0	0%	2	50%	78	51%	9	53%	88	51%
5 Large "archival" boxes	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	9	8%	2	12%	11	6%

	1,000,000		500,000-999,999		250,000-499,000		100,000-249,999		50,000-99,999		10,000-49,999		UNDER 10,000		NO BOOKS		ALL	
	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%
32a. Oversized prints, etc. housed where?	n=	0	n=	0	n=	0	n=	2	n=	0	n=	1	n=	96	n=	12	n=	111
1 General stacks	0	0%	0	0%	0	0%	2	100%	0	0%	0	0%	60	63%	9	75%	71	64%
2 Special collections	0	0%	0	0%	0	0%	0	0%	0	0%	1	100%	17	18%	3	25%	21	19%
3 Closed stacks	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	24	25%	2	17%	26	23%
33. Are microforms housed in the facility?	n=	1	n=	0	n=	0	n=	2	n=	0	n=	4	n=	170	n=	25	n=	202
1 No	0	0%	0	0%	0	0%	1	50%	0	0%	3	75%	85	50%	19	76%	108	53%
2 Yes	1	100%	0	0%	0	0%	1	50%	0	0%	1	25%	85	50%	6	24%	94	47%
33a. Types of microforms ?	n=	1	n=	0	n=	0	n=	1	n=	0	n=	1	n=	84	n=	5	n=	92
1 Microfilms	0	0%	0	0%	0	0%	1	100%	0	0%	1	100%	57	68%	2	40%	61	66%
2 Preservation microfilm	0	0%	0	0%	0	0%	0	0%	0	0%	1	100%	14	17%	1	20%	16	17%
3 Microfiche	1	100%	0	0%	0	0%	0	0%	0	0%	0	0%	42	50%	4	80%	47	51%
4 Microcards	0	0%	0	0%	0	0%	1	100%	0	0%	0	0%	6	7%	0	0%	7	8%
33b. Where are the master negatives stored?	n=	0	n=	0	n=	0	n=	1	n=	0	n=	1	n=	73	n=	5	n=	80
1 Off-site storage in a vault	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	45	62%	2	40%	47	59%
2 General stacks	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	2	3%	0	0%	2	3%
3 Microform reading room	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	2	3%	0	0%	2	3%
4 Special collections	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	15	21%	0	0%	15	19%
5 Closed stacks	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	3	4%	0	0%	3	4%
8 Don't have any	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	5	7%	1	20%	6	8%
7 Don't know	0	0%	0	0%	0	0%	1	100%	0	0%	1	100%	8	11%	2	40%	12	15%
33c. Where are the use copies stored?	n=	1	n=	0	n=	0	n=	0	n=	0	n=	1	n=	42	n=	3	n=	47
1 General stacks	0	0%	0	0%	0	0%	0	0%	0	0%	1	100%	5	12%	1	33%	7	15%
2 Microform reading room	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	3	7%	0	0%	3	6%
3 Special collections	1	100%	0	0%	0	0%	0	0%	0	0%	0	0%	31	74%	2	67%	34	72%
4 Closed stacks	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	4	10%	0	0%	4	9%
33d. How are microfilms housed?	n=	1	n=	0	n=	0	n=	1	n=	0	n=	1	n=	53	n=	2	n=	58
1 Plastic reels	0	0%	0	0%	0	0%	0	0%	0	0%	1	100%	41	77%	1	50%	43	74%
2 Metal reels	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	5	9%	1	50%	6	10%
3 Rubber bands	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	5	9%	1	50%	6	10%
4 Alkaline ties	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	2	4%	0	0%	2	3%
5 Acidic boxes	0	0%	0	0%	0	0%	1	100%	0	0%	0	0%	13	25%	2	100%	16	28%
8 Alkaline boxes	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	13	25%	1	50%	14	24%
34. Binder a member of the Library Binding Institute?	n=	1	n=	0	n=	0	n=	2	n=	0	n=	4	n=	121	n=	16	n=	144
1 No	0	0%	0	0%	0	0%	2	100%	0	0%	0	0%	11	9%	4	25%	17	12%
2 No binding done	0	0%	0	0%	0	0%	0	0%	0	0%	1	25%	25	21%	3	19%	29	20%
3 Yes	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	1	1%	0	0%	1	1%
4 Don't know	1	100%	0	0%	0	0%	0	0%	0	0%	3	75%	84	69%	9	56%	97	87%
35. Adheres to LBI stds?	n=	1	n=	0	n=	0	n=	1	n=	0	n=	2	n=	84	n=	9	n=	97
1 No	0	0%	0	0%	0	0%	1	100%	0	0%	0	0%	4	5%	0	0%	5	5%
2 Yes	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	1	1%	0	0%	1	1%
3 Don't know	1	100%	0	0%	0	0%	0	0%	0	0%	2	100%	79	94%	9	100%	91	94%
36. Binding decision-makers?	n=	0	n=	0	n=	0	n=	1	n=	0	n=	0	n=	35	n=	3	n=	39
1 Librarian	0	0%	0	0%	0	0%	1	100%	0	0%	0	0%	7	20%	0	0%	8	21%
2 Binding prep. staff	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	5	14%	0	0%	5	13%
3 Bindery and library staff	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	2	6%	0	0%	2	5%
4 Bindery staff	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	23	66%	3	100%	26	67%
39. Facility houses special collections?	n=	1	n=	0	n=	0	n=	2	n=	0	n=	4	n=	153	n=	21	n=	181
1 No	0	0%	0	0%	0	0%	1	50%	0	0%	1	25%	53	35%	7	33%	62	34%
2 Yes	1	100%	0	0%	0	0%	1	50%	0	0%	3	75%	100	65%	14	67%	119	66%

	1,000,000		500,000-999,999		250,000-499,000		100,000-249,999		50,000-99,999		10,000-49,999		UNDER 10,000		NO BOOKS		ALL	
	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%
39a. Materials in special collections?	n= 1		n= 0		n= 0		n= 1		n= 0		n= 3		n= 99		n= 13		n= 117	
1 Rare books	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	23	23%	0	0%	23	20%
2 Manuscripts	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	12	12%	1	8%	13	11%
3 Local records	1	100%	0	0%	0	0%	1	100%	0	0%	3	100%	92	93%	13	100%	110	94%
4 Local history	0	0%	0	0%	0	0%	0	0%	0	0%	2	67%	66	67%	7	54%	75	64%
5 Maps	0	0%	0	0%	0	0%	1	100%	0	0%	1	33%	59	60%	8	62%	69	59%
6 Photographs	0	0%	0	0%	0	0%	0	0%	0	0%	2	67%	17	17%	2	15%	21	18%
7 Art works	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	3	3%	1	8%	4	3%
8 Microforms	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	18	18%	0	0%	18	15%
9 Audio-visual materials	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	1	1%	0	0%	1	1%
39b. Where are these collections housed?	n= 1		n= 0		n= 0		n= 1		n= 0		n= 3		n= 97		n= 13		n= 115	
1 Special collections	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	19	20%	5	38%	24	21%
2 Vault	1	100%	0	0%	0	0%	1	100%	0	0%	2	67%	92	95%	9	69%	105	91%
3 Closed stacks	0	0%	0	0%	0	0%	0	0%	0	0%	1	33%	3	3%	0	0%	4	3%
39c. Where are these rooms located?	n= 1		n= 0		n= 0		n= 1		n= 0		n= 3		n= 101		n= 14		n= 120	
1 Basement	0	0%	0	0%	0	0%	1	100%	0	0%	1	33%	46	46%	10	71%	58	48%
2 Attic	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	4	4%	1	7%	5	4%
3 Upper floor	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	15	15%	2	14%	17	14%
4 Main floor	1	100%	0	0%	0	0%	0	0%	0	0%	2	67%	81	80%	8	57%	92	77%
5 Main building	0	0%	0	0%	0	0%	0	0%	0	0%	1	33%	37	37%	3	21%	41	34%
6 Separate facility	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	6	6%	0	0%	6	5%
40. Staff access to special collections materials?	n= 0		n= 0		n= 0		n= 1		n= 0		n= 3		n= 89		n= 8		n= 101	
1 Open without a key	0	0%	0	0%	0	0%	1	100%	0	0%	1	33%	39	44%	2	25%	43	43%
2 Staff Key	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	10	11%	1	13%	11	11%
3 Senior staff only	0	0%	0	0%	0	0%	0	0%	0	0%	2	67%	42	47%	5	63%	49	49%
41. Patron access to spec. collections materials?	n= 1		n= 0		n= 0		n= 1		n= 0		n= 4		n= 113		n= 11		n= 130	
1 Open browsing	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	4	4%	0	0%	4	3%
2 Materials retrieved and use supervised by staff	1	100%	0	0%	0	0%	1	100%	0	0%	3	75%	91	81%	8	73%	104	80%
3 All materials at same time	0	0%	0	0%	0	0%	0	0%	0	0%	1	25%	21	19%	2	18%	24	18%
4 Materials one at a time	0	0%	0	0%	0	0%	0	0%	0	0%	1	25%	35	31%	3	27%	39	30%
42. Personal materials allowed in RR?	n= 0		n= 0		n= 0		n= 1		n= 0		n= 4		n= 86		n= 6		n= 99	
1 No restrictions	0	0%	0	0%	0	0%	0	0%	0	0%	3	75%	54	63%	7	88%	64	65%
2 Paper and pencil only	0	0%	0	0%	0	0%	0	0%	0	0%	1	25%	16	19%	1	13%	18	18%
3 Paper, pens, coats, etc.	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	6	7%	0	0%	6	6%
4 No materials	0	0%	0	0%	0	0%	1	100%	0	0%	0	0%	12	14%	0	0%	13	13%
43. Where are mss./archival materials housed?	n= 0		n= 0		n= 0		n= 1		n= 0		n= 3		n= 81		n= 10		n= 95	
1 In file cabinets	0	0%	0	0%	0	0%	1	100%	0	0%	1	33%	59	73%	6	60%	67	71%
2 Corrugated boxes	0	0%	0	0%	0	0%	0	0%	0	0%	1	33%	38	47%	5	50%	44	46%
3 Alkaline boxes	0	0%	0	0%	0	0%	0	0%	0	0%	1	33%	12	15%	3	30%	16	17%
4 Manila folders	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	37	46%	3	30%	40	42%
5 Alkaline folders	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	5	6%	3	30%	8	8%
6 Scrapbooks	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	6	7%	2	20%	8	8%

	1,000,000		500,000-999,999		250,000-499,000		100,000-249,999		50,000-99,999		10,000-49,999		UNDER 10,000		NO BOOKS		ALL	
	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%
44. Routine processing tasks performed?	n=	0	n=	0	n=	0	n=	1	n=	0	n=	4	n=	87	n=	10	n=	102
1 Nothing	0	0%	0	0%	0	0%	0	0%	0	0%	4	100%	58	67%	5	50%	67	66%
2 Remove staples	0	0%	0	0%	0	0%	1	100%	0	0%	0	0%	25	29%	5	50%	31	30%
3 Unfold	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	16	18%	4	40%	20	20%
4 Placed in alkaline folders	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	10	11%	2	20%	12	12%
5 Remove photos	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	3	3%	0	0%	3	3%
6 Remove newsprint, etc.	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	5	6%	1	10%	6	6%
7 Humidify and flatten	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	2	2%	0	0%	2	2%
45. Disaster plan prepared?	n=	1	n=	0	n=	0	n=	2	n=	0	n=	4	n=	166	n=	26	n=	199
1 No	1	100%	0	0%	0	0%	2	100%	0	0%	4	100%	155	93%	25	96%	187	94%
2 Yes	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	6	4%	0	0%	6	3%
3 In preparation	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	5	3%	1	4%	6	3%
45a. Disaster plan components?	n=	0	n=	0	n=	0	n=	0	n=	0	n=	0	n=	11	n=	1	n=	12
1 Response outline	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	6	55%	1	100%	7	58%
2 Supplies stored off-site	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	5	45%	1	100%	6	50%
3 Emergency supplies list	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	5	45%	1	100%	6	50%
4 Description of emergency procedures	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	7	64%	1	100%	8	67%
5 Recovery priorities	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	6	55%	1	100%	7	58%
6 List of staff volunteers	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	3	27%	1	100%	4	33%
7 Community resources	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	4	36%	1	100%	5	42%
8 Conservation experts	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	5	45%	1	100%	6	50%
51. Preservation money allocated?	n=	1	n=	0	n=	0	n=	2	n=	0	n=	4	n=	154	n=	26	n=	187
1 No	1	100%	0	0%	0	0%	2	100%	0	0%	4	100%	109	71%	24	92%	140	75%
2 Yes	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	45	29%	2	8%	47	25%

APPENDIX H

MANUSCRIPT REPOSITORIES BY SIZE OF BOOK COLLECTION

	1,000,000		500,000-999,999		250,000-499,000		100,000-249,999		50,000-99,999		10,000-49,999		UNDER 10,000		NO BOOKS		ALL	
	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%
3. Predominant material facility construction	n=	0	n=	0	n=	0	n=	0	n=	0	n=	3	n=	20	n=	6	n=	29
1 Stone	0	0%	0	0%	0	0%	0	0%	0	0%	2	67%	5	25%	2	33%	9	31%
2 Brick	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	15	75%	5	83%	20	69%
3 Wood	0	0%	0	0%	0	0%	0	0%	0	0%	1	33%	6	30%	1	17%	6	28%
4 Concrete	0	0%	0	0%	0	0%	0	0%	0	0%	1	33%	11	55%	2	33%	14	48%
5 Glass	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	11	55%	2	33%	13	45%
6 Steel	0	0%	0	0%	0	0%	0	0%	0	0%	2	67%	7	35%	2	33%	11	38%
7 Don't know	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
4. Condition of roof and exterior walls	n=	0	n=	0	n=	0	n=	0	n=	0	n=	3	n=	20	n=	7	n=	30
1 Good condition	0	0%	0	0%	0	0%	0	0%	0	0%	2	67%	16	90%	7	100%	27	90%
2 Exterior walls are insulated	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	6	30%	1	14%	7	23%
3 Exterior walls not insulated	0	0%	0	0%	0	0%	0	0%	0	0%	1	33%	6	30%	1	14%	6	27%
4 Condensation occurs on walls/windows	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	1	5%	1	14%	2	7%
5 Exterior walls leak	0	0%	0	0%	0	0%	0	0%	0	0%	1	33%	1	5%	1	14%	3	10%
6 Roof/attic is insulated	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	5	25%	1	14%	6	20%
7 Roof/attic is not insulated	0	0%	0	0%	0	0%	0	0%	0	0%	1	33%	5	25%	2	29%	8	27%
6 Water accumulates on roof	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	1	5%	0	0%	1	3%
9 Roof leaks	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	3	15%	0	0%	3	10%
10 Don't know	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	1	5%	0	0%	1	3%
5. Which of the rooms exist in your facility?	n=	0	n=	0	n=	0	n=	0	n=	0	n=	3	n=	16	n=	7	n=	28
1 None	0	0%	0	0%	0	0%	0	0%	0	0%	2	67%	3	17%	0	0%	5	16%
2 Attic	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	3	17%	0	0%	3	11%
3 Basement stacks	0	0%	0	0%	0	0%	0	0%	0	0%	1	33%	6	33%	3	43%	10	36%
4 Storage room(s)	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	9	50%	5	71%	14	50%
5 Non-stack basement	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	6	33%	1	14%	7	25%
5a. What is the condition of the attic?	n=	0	n=	0	n=	0	n=	0	n=	0	n=	0	n=	4	n=	0	n=	4
1 Clean	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	3	75%	0	0%	3	75%
2 Cluttered	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	1	25%	0	0%	1	25%
3 Dirty	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	1	25%	0	0%	1	25%
4 Dry	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	1	25%	0	0%	1	25%
5 Wet	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
6 Rodents	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
7 Insects	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
6 Mold	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
5a. What is the condition of the basement stacks?	n=	0	n=	0	n=	0	n=	0	n=	0	n=	1	n=	7	n=	3	n=	11
1 Clean	0	0%	0	0%	0	0%	0	0%	0	0%	1	100%	7	100%	1	33%	9	82%
2 Cluttered	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	1	33%	1	9%
3 Dirty	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	1	33%	1	9%
4 Dry	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	3	43%	1	33%	4	36%
5 Wet	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	1	14%	2	67%	3	27%
6 Rodents	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	1	33%	1	9%
7 Insects	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	2	29%	1	33%	3	27%
6 Mold	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
5a. What is the condition of the storage rooms?	n=	0	n=	0	n=	0	n=	0	n=	0	n=	0	n=	11	n=	5	n=	16
1 Clean	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	6	73%	3	60%	11	69%
2 Cluttered	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	5	45%	3	60%	8	50%
3 Dirty	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	1	9%	2	40%	3	19%
4 Dry	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	5	45%	4	80%	9	56%
5 Wet	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	1	9%	1	20%	2	13%
6 Rodents	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	1	20%	1	6%
7 Insects	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	1	9%	1	20%	2	13%
6 Mold	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	1	9%	0	0%	1	6%
5a. What is the condition of the non-stack basement?	n=	0	n=	0	n=	0	n=	0	n=	0	n=	0	n=	5	n=	2	n=	7
1 Clean	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	3	60%	1	50%	4	57%
2 Cluttered	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	2	40%	1	50%	3	43%
3 Dirty	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	2	40%	1	50%	3	43%
4 Dry	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	1	20%	1	50%	2	29%
5 Wet	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	1	50%	1	14%
6 Rodents	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	1	50%	1	14%
7 Insects	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	1	50%	1	14%
6 Mold	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	2	40%	1	50%	3	43%

	1,000,000		500,000-999,999		250,000-499,000		100,000-249,999		50,000-99,999		10,000-49,999		UNDER 10,000		NO BOOKS		ALL	
	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%
6. Type of security system?	n=	0	n=	0	n=	0	n=	0	n=	0	n=	3	n=	20	n=	7	n=	30
1 None	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	3	15%	0	0%	3	10%
2 Shared system	0	0%	0	0%	0	0%	0	0%	0	0%	1	33%	14	70%	4	57%	19	63%
3 Burglar alarms	0	0%	0	0%	0	0%	0	0%	0	0%	2	67%	6	30%	2	29%	10	33%
4 Motion detectors	0	0%	0	0%	0	0%	0	0%	0	0%	1	33%	5	25%	1	14%	7	23%
5 After-hours guard	0	0%	0	0%	0	0%	0	0%	0	0%	2	67%	8	40%	4	57%	14	47%
6 Computerized system	0	0%	0	0%	0	0%	0	0%	0	0%	1	33%	3	15%	1	14%	5	17%
7 Electronics at exit	0	0%	0	0%	0	0%	0	0%	0	0%	1	33%	3	15%	1	14%	5	17%
7. Arereas covered by HVAC?	n=	0	n=	0	n=	0	n=	0	n=	0	n=	3	n=	18	n=	7	n=	28
1 General books	0	0%	0	0%	0	0%	0	0%	0	0%	2	67%	8	44%	1	14%	11	39%
2 Special collections	0	0%	0	0%	0	0%	0	0%	0	0%	3	100%	14	78%	5	71%	22	79%
3 Administrative areas	0	0%	0	0%	0	0%	0	0%	0	0%	2	67%	14	78%	5	71%	21	75%
4 Don't know	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	1	14%	1	4%
8. Components?	n=	0	n=	0	n=	0	n=	0	n=	0	n=	3	n=	18	n=	7	n=	28
1 Heating	0	0%	0	0%	0	0%	0	0%	0	0%	3	100%	18	100%	6	86%	27	96%
2 Ventilation	0	0%	0	0%	0	0%	0	0%	0	0%	2	67%	13	72%	5	71%	20	71%
3 Air-conditioning	0	0%	0	0%	0	0%	0	0%	0	0%	3	100%	15	83%	7	100%	25	89%
4 Humidity control	0	0%	0	0%	0	0%	0	0%	0	0%	1	33%	9	50%	4	57%	14	50%
5 Don't know	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
9. What areas are covered by AC?	n=	0	n=	0	n=	0	n=	0	n=	0	n=	3	n=	15	n=	7	n=	25
1 General books	0	0%	0	0%	0	0%	0	0%	0	0%	2	67%	7	47%	1	14%	10	40%
2 Special collections	0	0%	0	0%	0	0%	0	0%	0	0%	3	100%	11	73%	5	71%	19	76%
3 Administrative areas	0	0%	0	0%	0	0%	0	0%	0	0%	1	33%	11	73%	5	71%	17	68%
4 Don't know	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
9a. Where is the chiller located?	n=	0	n=	0	n=	0	n=	0	n=	0	n=	3	n=	13	n=	6	n=	22
1 Roof	0	0%	0	0%	0	0%	0	0%	0	0%	1	33%	4	31%	2	33%	7	32%
2 Outside on the grounds	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	2	15%	1	17%	3	14%
3 Mechanical room	0	0%	0	0%	0	0%	0	0%	0	0%	1	33%	4	31%	3	50%	8	36%
4 Windows	0	0%	0	0%	0	0%	0	0%	0	0%	1	33%	5	38%	1	17%	7	32%
10. Constant control possible?	n=	0	n=	0	n=	0	n=	0	n=	0	n=	3	n=	17	n=	7	n=	27
1 No	0	0%	0	0%	0	0%	0	0%	0	0%	1	33%	5	29%	2	29%	8	30%
2 Yes	0	0%	0	0%	0	0%	0	0%	0	0%	2	67%	12	71%	5	71%	19	70%
11. Constant setting?	n=	0	n=	0	n=	0	n=	0	n=	0	n=	3	n=	14	n=	5	n=	22
1 No	0	0%	0	0%	0	0%	0	0%	0	0%	1	33%	6	43%	0	0%	7	32%
2 Don't know	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	1	7%	1	20%	2	9%
3 Yes	0	0%	0	0%	0	0%	0	0%	0	0%	2	67%	7	50%	4	80%	13	59%
11a. Setting of Air-conditioning?	n=	0	n=	0	n=	0	n=	0	n=	0	n=	3	n=	11	n=	5	n=	19
60-63	0	0%	0	0%	0	0%	0	0%	0	0%	1	33%	1	9%	0	0%	2	11%
64-67	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	1	20%	1	5%
68-71	0	0%	0	0%	0	0%	0	0%	0	0%	1	33%	5	45%	3	60%	9	47%
72-75	0	0%	0	0%	0	0%	0	0%	0	0%	1	33%	4	36%	0	0%	5	26%
76-79	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
Don't know	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	1	9%	1	20%	2	11%
11a. Setting of heating?	n=	0	n=	0	n=	0	n=	0	n=	0	n=	3	n=	12	n=	5	n=	20
60-63	0	0%	0	0%	0	0%	0	0%	0	0%	1	33%	2	17%	0	0%	3	15%
64-67	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	1	20%	1	5%
68-71	0	0%	0	0%	0	0%	0	0%	0	0%	1	33%	7	58%	3	60%	11	55%
72-75	0	0%	0	0%	0	0%	0	0%	0	0%	1	33%	2	17%	0	0%	3	15%
76-79	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
Don't know	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	1	8%	1	20%	2	10%

	1,000,000		500,000-999,999		250,000-499,000		100,000-249,999		50,000-99,999		10,000-49,999		UNDER 10,000		NO BOOKS		ALL	
	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%
11b. AC turned down or shut off?	n=	0	n=	0	n=	0	n=	0	n=	0	n=	3	n=	11	n=	6	n=	20
1 No	0	0%	0	0%	0	0%	0	0%	0	0%	1	33%	3	27%	3	50%	7	35%
2 Don't know	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	2	18%	1	17%	3	15%
3 Yes	0	0%	0	0%	0	0%	0	0%	0	0%	2	67%	6	55%	2	33%	10	50%
11b. Heat turned down or shut off?	n=	0	n=	0	n=	0	n=	0	n=	0	n=	2	n=	12	n=	6	n=	20
1 No	0	0%	0	0%	0	0%	0	0%	0	0%	1	50%	4	33%	3	50%	8	40%
2 Don't know	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	2	17%	1	17%	3	15%
3 Yes	0	0%	0	0%	0	0%	0	0%	0	0%	1	50%	6	50%	2	33%	9	45%
11b. Ventilation turned down or shut off?	n=	0	n=	0	n=	0	n=	0	n=	0	n=	1	n=	10	n=	5	n=	16
1 No	0	0%	0	0%	0	0%	0	0%	0	0%	1	100%	3	30%	3	60%	7	44%
2 Don't know	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	2	20%	1	20%	3	19%
3 Yes	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	5	50%	1	20%	6	38%
11c. Humidity control devices used?	n=	0	n=	0	n=	0	n=	0	n=	0	n=	2	n=	9	n=	6	n=	17
1 Portable humidifiers	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	1	11%	0	0%	1	6%
2 Portable dehumidifiers	0	0%	0	0%	0	0%	0	0%	0	0%	2	100%	2	22%	0	0%	4	24%
3 System humidification	0	0%	0	0%	0	0%	0	0%	0	0%	1	50%	6	67%	2	33%	9	53%
4 System dehumidification	0	0%	0	0%	0	0%	0	0%	0	0%	1	50%	6	67%	4	67%	11	65%
12. Separate HVAC for special collections?	n=	0	n=	0	n=	0	n=	0	n=	0	n=	3	n=	15	n=	7	n=	25
1 No	0	0%	0	0%	0	0%	0	0%	0	0%	3	100%	10	67%	2	29%	15	60%
2 Yes	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	5	33%	5	71%	10	40%
12a. Constant control?	n=	0	0	0	n=	0	n=	0	n=	0	n=	1	n=	7	n=	6	n=	14
1 No	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	1	14%	2	33%	3	21%
2 Yes	0	0%	0	0%	0	0%	0	0%	0	0%	1	100%	6	86%	4	67%	11	79%
12b. Constant setting?	n=	0	n=	0	n=	0	n=	0	n=	0	n=	1	n=	6	n=	4	n=	11
1 No	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	2	33%	0	0%	2	18%
2 Don't know	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	1	17%	0	0%	1	9%
3 Yes	0	0%	0	0%	0	0%	0	0%	0	0%	1	100%	3	50%	4	100%	8	73%
12c. Setting of Air-conditioning?	n=	0	n=	0	n=	0	n=	0	n=	0	n=	1	n=	6	n=	4	n=	11
60-63	0	0%	0	0%	0	0%	0	0%	0	0%	1	100%	1	17%	0	0%	2	18%
64-67	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	1	17%	1	25%	2	18%
68-71	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	3	75%	3	27%
72-75	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	3	50%	0	0%	3	27%
76-79	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
Don't know	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	1	17%	0	0%	1	9%
12c. Setting of heating?	n=	0	n=	0	n=	0	n=	0	n=	0	n=	1	n=	6	n=	4	n=	11
60-63	0	0%	0	0%	0	0%	0	0%	0	0%	1	100%	1	17%	0	0%	2	18%
64-67	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	1	17%	1	25%	2	18%
68-71	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	2	33%	3	75%	5	45%
72-75	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	1	17%	0	0%	1	9%
76-79	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
Don't know	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	1	17%	0	0%	1	9%
12d. AC turned down or shut off?	n=	0	n=	0	n=	0	n=	0	n=	0	n=	1	n=	6	n=	4	n=	11
1 No	0	0%	0	0%	0	0%	0	0%	0	0%	1	100%	3	50%	3	75%	7	64%
2 Don't know	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	2	33%	0	0%	2	18%
3 Yes	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	1	17%	1	25%	2	18%
12d. Heat turned down or shut off?	n=	0	n=	0	n=	0	n=	0	n=	0	n=	1	n=	8	n=	4	n=	11
1 No	0	0%	0	0%	0	0%	0	0%	0	0%	1	100%	3	50%	3	75%	7	64%
2 Don't know	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	2	33%	0	0%	2	18%
3 Yes	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	1	17%	1	25%	2	18%

	1,000,000		500,000-999,999		250,000-499,000		100,000-249,999		50,000-99,999		10,000-49,999		UNDER 10,000		NO BOOKS		ALL	
	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%
12d. Ventilation turned down or shut off?	n=	0	n=	0	n=	0	n=	0	n=	0	n=	1	n=	6	n=	3	n=	10
1 No	0	0%	0	0%	0	0%	0	0%	0	0%	1	100%	3	50%	3	100%	7	70%
2 Don't know	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	2	33%	0	0%	2	20%
3 Yes	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	1	17%	0	0%	1	10%
12e. Humidity control devices used?	n=	0	n=	0	n=	0	n=	0	n=	0	n=	1	n=	6	n=	4	n=	11
1 Portable humidifiers	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
2 Portable dehumidifiers	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	2	33%	0	0%	2	18%
3 System humidification	0	0%	0	0%	0	0%	0	0%	0	0%	1	100%	5	83%	2	50%	8	73%
4 System dehumidification	0	0%	0	0%	0	0%	0	0%	0	0%	1	100%	4	67%	3	75%	8	73%
13. Environmental monitoring devices?	n=	0	n=	0	n=	0	n=	0	n=	0	n=	3	n=	17	n=	7	n=	27
1 None	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	1	6%	3	43%	4	15%
2 Thermostat	0	0%	0	0%	0	0%	0	0%	0	0%	3	100%	11	65%	3	43%	17	63%
3 Thermometer	0	0%	0	0%	0	0%	0	0%	0	0%	2	67%	4	24%	1	14%	7	26%
4 Hygrometer	0	0%	0	0%	0	0%	0	0%	0	0%	2	67%	3	18%	1	14%	6	22%
5 Thermohygrometer	0	0%	0	0%	0	0%	0	0%	0	0%	1	33%	3	18%	2	29%	6	22%
6 Hygrothermograph	0	0%	0	0%	0	0%	0	0%	0	0%	1	33%	4	24%	0	0%	5	19%
7 Sling psychrometer	0	0%	0	0%	0	0%	0	0%	0	0%	1	33%	3	18%	1	14%	5	19%
8 Battery-operated psychrometer	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	1	6%	0	0%	1	4%
14. Reduction of entering light?	n=	0	n=	0	n=	0	n=	0	n=	0	n=	3	n=	16	n=	7	n=	28
1 No windows	0	0%	0	0%	0	0%	0	0%	0	0%	2	67%	6	33%	4	57%	12	43%
2 Nothing done	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	1	14%	1	4%
3 Light-filtering film	0	0%	0	0%	0	0%	0	0%	0	0%	1	33%	3	17%	0	0%	4	14%
4 Light-filtering glass	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
5 Shades	0	0%	0	0%	0	0%	0	0%	0	0%	1	33%	9	50%	2	29%	12	43%
6 Curtains	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	5	28%	2	29%	7	25%
7 Roof overhangs	0	0%	0	0%	0	0%	0	0%	0	0%	1	33%	0	0%	0	0%	1	4%
8 Awnings	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
15. Reduction of UV radiation inside?	n=	0	n=	0	n=	0	n=	0	n=	0	n=	3	n=	17	n=	7	n=	27
1 None	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	9	53%	3	43%	12	44%
2 UV-filtering sleeves	0	0%	0	0%	0	0%	0	0%	0	0%	3	100%	6	35%	3	43%	12	44%
3 Low UV fluorescent tubes	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	2	12%	0	0%	2	7%
4 UF-3 or UF-4 plexiglass	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	1	6%	0	0%	1	4%
5 UV-filtering film	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	1	6%	0	0%	1	4%
6 Lights turned on and off	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	6	35%	1	14%	7	26%
16. Fire detection/suppression systems installed?	n=	0	n=	0	n=	0	n=	0	n=	0	n=	2	n=	16	n=	7	n=	27
1 No	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	3	17%	1	14%	4	15%
2 Don't know	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	1	6%	0	0%	1	4%
3 Yes	0	0%	0	0%	0	0%	0	0%	0	0%	2	100%	14	76%	6	86%	22	61%
16a. Type of system?	n=	0	n=	0	n=	0	n=	0	n=	0	n=	3	n=	14	n=	6	n=	23
1 Fire extinguishers	0	0%	0	0%	0	0%	0	0%	0	0%	2	67%	13	93%	6	100%	21	91%
2 Wet pipe sprinklers	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	4	29%	3	50%	7	30%
3 Dry pipe sprinklers	0	0%	0	0%	0	0%	0	0%	0	0%	1	33%	2	14%	1	17%	4	17%
4 Halon	0	0%	0	0%	0	0%	0	0%	0	0%	1	33%	3	21%	0	0%	4	17%
5 Smoke detectors	0	0%	0	0%	0	0%	0	0%	0	0%	2	67%	11	79%	3	50%	16	70%
6 Heat detectors	0	0%	0	0%	0	0%	0	0%	0	0%	2	67%	7	50%	1	17%	10	43%
7 Ionization detectors	0	0%	0	0%	0	0%	0	0%	0	0%	2	67%	0	0%	0	0%	2	9%
16b. Where are these systems installed (Everywhere)?	n=	0	n=	0	n=	0	n=	0	n=	0	n=	3	n=	13	n=	4	n=	20
1 Fire extinguishers	0	0%	0	0%	0	0%	0	0%	0	0%	2	67%	10	77%	4	100%	16	80%
2 Wet pipe sprinklers	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	4	31%	2	50%	6	30%
3 Dry pipe sprinklers	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	2	15%	0	0%	2	10%
4 Halon	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	1	8%	0	0%	1	5%
5 Smoke detectors	0	0%	0	0%	0	0%	0	0%	0	0%	2	67%	11	85%	1	25%	14	70%
6 Heat detectors	0	0%	0	0%	0	0%	0	0%	0	0%	1	33%	7	54%	1	25%	9	45%
7 Ionization detectors	0	0%	0	0%	0	0%	0	0%	0	0%	1	33%	0	0%	0	0%	1	5%

	1,000,000		500,000-999,999		250,000-499,000		100,000-249,999		50,000-99,999		10,000-49,999		UNDER 10,000		NO BOOKS		ALL	
	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%
16b. Where are these systems installed (Storage areas)?	n=	0	n=	0	n=	0	n=	0	n=	0	n=	0	n=	2	n=	4	n=	6
1 Fire extinguishers	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	1	50%	3	75%	4	67%
2 Wet pipe sprinklers	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	2	50%	2	33%
3 Dry pipe sprinklers	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	1	25%	1	17%
4 Halon	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	1	50%	0	0%	1	17%
5 Smoke detectors	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	2	50%	2	33%
6 Heat detectors	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	1	25%	1	17%
7 Ionization detectors	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
16b. Where are these systems installed (Vault)?	n=	0	n=	0	n=	0	n=	0	n=	0	n=	1	n=	2	n=	1	n=	4
1 Fire extinguishers	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	1	50%	1	100%	2	50%
2 Wet pipe sprinklers	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	1	100%	1	25%
3 Dry pipe sprinklers	0	0%	0	0%	0	0%	0	0%	0	0%	1	100%	0	0%	0	0%	1	25%
4 Halon	0	0%	0	0%	0	0%	0	0%	0	0%	1	100%	1	50%	0	0%	2	50%
5 Smoke detectors	0	0%	0	0%	0	0%	0	0%	0	0%	1	100%	0	0%	0	0%	1	25%
6 Heat detectors	0	0%	0	0%	0	0%	0	0%	0	0%	1	100%	0	0%	0	0%	1	25%
7 Ionization detectors	0	0%	0	0%	0	0%	0	0%	0	0%	1	100%	0	0%	0	0%	1	25%
16b. Where are these systems installed (Spec. collect.)?	n=	0	n=	0	n=	0	n=	0	n=	0	n=	1	n=	3	n=	3	n=	7
1 Fire extinguishers	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	1	33%	3	100%	4	57%
2 Wet pipe sprinklers	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	2	67%	2	29%
3 Dry pipe sprinklers	0	0%	0	0%	0	0%	0	0%	0	0%	1	100%	0	0%	0	0%	1	14%
4 Halon	0	0%	0	0%	0	0%	0	0%	0	0%	1	100%	2	67%	0	0%	3	43%
5 Smoke detectors	0	0%	0	0%	0	0%	0	0%	0	0%	1	100%	1	33%	2	67%	4	57%
6 Heat detectors	0	0%	0	0%	0	0%	0	0%	0	0%	1	100%	0	0%	1	33%	2	29%
7 Ionization detectors	0	0%	0	0%	0	0%	0	0%	0	0%	1	100%	0	0%	0	0%	1	14%
16c. Inspected regularly?	n=	0	n=	0	n=	0	n=	0	n=	0	n=	3	n=	14	n=	6	n=	23
1 No	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	1	7%	3	50%	4	17%
2 Annually	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	7	50%	0	0%	7	30%
3 Twice a Year	0	0%	0	0%	0	0%	0	0%	0	0%	1	33%	2	14%	1	17%	4	17%
4 More than twice a year	0	0%	0	0%	0	0%	0	0%	0	0%	1	33%	3	21%	0	0%	4	17%
5 Don't know	0	0%	0	0%	0	0%	0	0%	0	0%	1	33%	1	7%	2	33%	4	17%
16d. How are they inspected?	n=	0	n=	0	n=	0	n=	0	n=	0	n=	3	n=	12	n=	2	n=	17
1 With a match	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
2 Professionally-trained personnel	0	0%	0	0%	0	0%	0	0%	0	0%	3	100%	9	75%	1	50%	13	76%
3 Fire marshall	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	2	17%	0	0%	2	12%
4 Don't know	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	1	8%	1	50%	2	12%
17. Connected to fire department?	n=	0	n=	0	n=	0	n=	0	n=	0	n=	3	n=	12	n=	5	n=	20
1 No	0	0%	0	0%	0	0%	0	0%	0	0%	1	33%	6	50%	2	40%	9	45%
2 Yes	0	0%	0	0%	0	0%	0	0%	0	0%	2	67%	6	50%	3	60%	11	55%
18. Are water alarms present?	n=	0	n=	0	n=	0	n=	0	n=	0	n=	3	n=	17	n=	6	n=	26
1 No	0	0%	0	0%	0	0%	0	0%	0	0%	2	67%	14	82%	5	83%	21	81%
2 Throughout the facility	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	1	6%	0	0%	1	4%
3 Selected areas only	0	0%	0	0%	0	0%	0	0%	0	0%	1	33%	2	12%	1	17%	4	15%
19. Has a building survey been done?	n=	0	n=	0	n=	0	n=	0	n=	0	n=	3	n=	17	n=	7	n=	27
1 No	0	0%	0	0%	0	0%	0	0%	0	0%	1	33%	9	53%	4	57%	14	52%
2 Yes	0	0%	0	0%	0	0%	0	0%	0	0%	2	67%	8	47%	3	43%	13	48%
19a. Who performed the building survey?	n=	0	n=	0	n=	0	n=	0	n=	0	n=	1	n=	6	n=	1	n=	8
1 NEDCC	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	3	50%	1	100%	4	50%
2 Independent Consultant	0	0%	0	0%	0	0%	0	0%	0	0%	1	100%	0	0%	0	0%	1	13%
3 Society of American Archivists	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
4 Staff	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	3	50%	0	0%	3	38%

	1,000,000		500,000-999,999		250,000-499,000		100,000-249,999		50,000-99,999		10,000-49,999		UNDER 10,000		NO BOOKS		ALL	
	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%
20. Is there a preservation plan?	n=	0	n=	0	n=	0	n=	0	n=	0	n=	3	n=	20	n=	7	n=	30
1 No	0	0%	0	0%	0	0%	0	0%	0	0%	3	100%	17	85%	6	86%	26	87%
2 Yes	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	3	15%	1	14%	4	13%
21. Has a collection survey been done?	n=	0	n=	0	n=	0	n=	0	n=	0	n=	3	n=	19	n=	7	n=	29
1 No	0	0%	0	0%	0	0%	0	0%	0	0%	1	33%	12	63%	4	57%	17	59%
2 Yes	0	0%	0	0%	0	0%	0	0%	0	0%	2	67%	7	37%	3	43%	12	41%
21a. Who performed the collection survey?	n=	0	n=	0	n=	0	n=	0	n=	0	n=	2	n=	6	n=	3	n=	11
1 NEDCC	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	2	33%	0	0%	2	18%
2 Independent consultant	0	0%	0	0%	0	0%	0	0%	0	0%	1	50%	1	17%	1	33%	3	27%
3 Staff	0	0%	0	0%	0	0%	0	0%	0	0%	1	50%	3	50%	2	67%	6	55%
23. Person with preservation skills identified?	n=	0	n=	0	n=	0	n=	0	n=	0	n=	3	n=	20	n=	7	n=	30
1 No	0	0%	0	0%	0	0%	0	0%	0	0%	1	33%	4	20%	3	43%	8	27%
2 Yes	0	0%	0	0%	0	0%	0	0%	0	0%	2	67%	16	80%	4	57%	22	73%
24. Person with preservation skills on staff?	n=	0	n=	0	n=	0	n=	0	n=	0	n=	3	n=	19	n=	7	n=	29
1 No	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	10	53%	5	71%	15	52%
2 Yes	0	0%	0	0%	0	0%	0	0%	0	0%	3	100%	9	47%	2	29%	14	48%
24b. Has this person run workshops for the staff?	n=	0	n=	0	n=	0	n=	0	n=	0	n=	3	n=	10	n=	3	n=	16
1 No	0	0%	0	0%	0	0%	0	0%	0	0%	2	67%	6	60%	3	100%	11	69%
2 Yes	0	0%	0	0%	0	0%	0	0%	0	0%	1	33%	4	40%	0	0%	5	31%
25. Attended preservation education programs?	n=	0	n=	0	n=	0	n=	0	n=	0	n=	3	n=	20	n=	7	n=	30
1 No	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	1	5%	1	14%	2	7%
2 Regional programs	0	0%	0	0%	0	0%	0	0%	0	0%	2	67%	10	50%	3	43%	15	50%
3 State programs	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	5	25%	1	14%	6	20%
4 National programs	0	0%	0	0%	0	0%	0	0%	0	0%	1	33%	3	15%	2	29%	6	20%
5 Professional organizations	0	0%	0	0%	0	0%	0	0%	0	0%	2	67%	14	70%	6	86%	22	73%
6 University courses	0	0%	0	0%	0	0%	0	0%	0	0%	2	67%	4	20%	3	43%	9	30%
7 Professional conferences	0	0%	0	0%	0	0%	0	0%	0	0%	2	67%	10	50%	3	43%	15	50%
25a. Preservation topics taught?	n=	0	n=	0	n=	0	n=	0	n=	0	n=	3	n=	18	n=	6	n=	27
1 Environmental controls	0	0%	0	0%	0	0%	0	0%	0	0%	2	67%	12	67%	4	67%	18	67%
2 Basic repairs	0	0%	0	0%	0	0%	0	0%	0	0%	2	67%	13	72%	4	67%	19	70%
3 Storage	0	0%	0	0%	0	0%	0	0%	0	0%	2	67%	17	94%	4	67%	23	85%
4 Proper shelving	0	0%	0	0%	0	0%	0	0%	0	0%	2	67%	12	67%	2	33%	16	59%
5 Care and handling	0	0%	0	0%	0	0%	0	0%	0	0%	2	67%	17	94%	5	83%	24	89%
6 Security	0	0%	0	0%	0	0%	0	0%	0	0%	2	67%	10	56%	2	33%	14	52%
7 Disaster preparedness	0	0%	0	0%	0	0%	0	0%	0	0%	2	67%	13	72%	2	33%	17	63%
8 Protective enclosures	0	0%	0	0%	0	0%	0	0%	0	0%	3	100%	11	81%	3	50%	17	63%
9 Library binding	0	0%	0	0%	0	0%	0	0%	0	0%	2	87%	3	17%	1	17%	6	22%
10 Care of photographs	0	0%	0	0%	0	0%	0	0%	0	0%	1	33%	15	83%	5	83%	21	78%
11 Nature of photographs	0	0%	0	0%	0	0%	0	0%	0	0%	1	33%	8	44%	2	33%	11	41%
12 Conservation of photographs	0	0%	0	0%	0	0%	0	0%	0	0%	2	67%	7	39%	2	33%	11	41%
13 Preservation microfilming	0	0%	0	0%	0	0%	0	0%	0	0%	2	67%	8	44%	2	33%	12	44%
14 Preservation management	0	0%	0	0%	0	0%	0	0%	0	0%	2	67%	6	33%	2	33%	10	37%
15 Conservation treatment	0	0%	0	0%	0	0%	0	0%	0	0%	1	33%	7	39%	2	33%	10	37%
16 Advanced hands-on	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	3	17%	1	17%	4	15%
17 Deacidification	0	0%	0	0%	0	0%	0	0%	0	0%	1	33%	7	39%	3	50%	11	41%
18 Pest control	0	0%	0	0%	0	0%	0	0%	0	0%	1	33%	4	22%	3	50%	8	30%
26. Familiar with NEDCC?	n=	0	n=	0	n=	0	n=	0	n=	0	n=	3	n=	19	n=	7	n=	29
1 No	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	2	11%	0	0%	2	7%
2 Yes	0	0%	0	0%	0	0%	0	0%	0	0%	3	100%	17	89%	7	100%	27	93%
26a. Contracted work with NEDCC?	n=	0	n=	0	n=	0	n=	0	n=	0	n=	3	n=	17	n=	7	n=	27
1 No	0	0%	0	0%	0	0%	0	0%	0	0%	2	67%	7	41%	3	43%	12	44%
2 Yes	0	0%	0	0%	0	0%	0	0%	0	0%	1	33%	10	59%	4	57%	15	56%

	1,000,000		500,000-999,999		250,000-499,000		100,000-249,999		50,000-99,999		10,000-49,999		UNDER 10,000		NO BOOKS		ALL	
	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%
26b. Services used?	n=	0	n=	0	n=	0	n=	0	n=	0	n=	1	n=	10	n=	4	n=	15
1 Preservation microfilming	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	1	10%	1	25%	2	13%
2 Book conservation	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	4	40%	0	0%	4	27%
3 Surveys	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	3	30%	1	25%	4	27%
4 Paper conservation	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	7	70%	0	0%	7	47%
5 Photograph conservation	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	3	30%	1	25%	4	27%
6 Photographic copying	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	2	20%	1	25%	3	20%
7 Workshops	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	1	10%	2	50%	3	20%
6 Disaster assistance	0	0%	0	0%	0	0%	0	0%	0	0%	1	100%	1	10%	0	0%	2	13%
27. Photocopy machines available to patrons?	n=	0	n=	0	n=	0	n=	0	n=	0	n=	3	n=	20	n=	7	n=	30
1 No	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	6	30%	2	29%	8	27%
2 Yes	0	0%	0	0%	0	0%	0	0%	0	0%	3	100%	14	70%	5	71%	22	73%
27a. Policy regarding use of photocopy machines?	n=	0	n=	0	n=	0	n=	0	n=	0	n=	3	n=	16	n=	6	n=	25
1 No restrictions	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	1	6%	1	17%	2	8%
2 Certain items not photocopied	0	0%	0	0%	0	0%	0	0%	0	0%	1	33%	5	31%	1	17%	7	28%
3 Certain items by patrons	0	0%	0	0%	0	0%	0	0%	0	0%	1	33%	2	13%	0	0%	3	12%
4 Certain items by staff only	0	0%	0	0%	0	0%	0	0%	0	0%	1	33%	6	38%	1	17%	8	32%
5 All items by staff	0	0%	0	0%	0	0%	0	0%	0	0%	1	33%	10	63%	4	67%	15	60%
28. Is the staff trained to shelve properly?	n=	0	n=	0	n=	0	n=	0	n=	0	n=	3	n=	20	n=	7	n=	30
1 No	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	6	30%	7	100%	13	43%
2 Yes	0	0%	0	0%	0	0%	0	0%	0	0%	3	100%	14	70%	0	0%	17	57%
28a. How is staff trained to shelve materials?	n=	0	n=	0	n=	0	n=	0	n=	0	n=	3	n=	14	n=	0	n=	17
1 Tilt volume by headcap	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
2 Push volumes on either side	0	0%	0	0%	0	0%	0	0%	0	0%	3	100%	9	64%	0	0%	12	71%
3 Tilt with pressure on textblock	0	0%	0	0%	0	0%	0	0%	0	0%	1	33%	4	29%	0	0%	5	29%
4 Bookends reajusted	0	0%	0	0%	0	0%	0	0%	0	0%	2	67%	12	86%	0	0%	14	82%
29. Shelving of oversized volumes?	n=	0	n=	0	n=	0	n=	0	n=	0	n=	3	n=	19	n=	4	n=	26
1 Spine up	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	1	5%	0	0%	1	4%
2 Spine down	0	0%	0	0%	0	0%	0	0%	0	0%	2	67%	2	11%	0	0%	4	15%
3 Upright, separate shelves	0	0%	0	0%	0	0%	0	0%	0	0%	1	33%	10	53%	1	25%	12	46%
4 Flat on separate shelves	0	0%	0	0%	0	0%	0	0%	0	0%	3	100%	14	74%	4	100%	21	81%
30. Paper mended how?	n=	0	n=	0	n=	0	n=	0	n=	0	n=	3	n=	20	n=	6	n=	29
1 None done	0	0%	0	0%	0	0%	0	0%	0	0%	2	67%	10	50%	6	100%	16	62%
2 "Archival" tape	0	0%	0	0%	0	0%	0	0%	0	0%	1	33%	6	40%	0	0%	9	31%
3 Scotch tape	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	3	15%	1	17%	4	14%
4 Elmer's glue	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	1	5%	0	0%	1	3%
5 Library paste	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
6 Japanese tissue and starch paste	0	0%	0	0%	0	0%	0	0%	0	0%	1	33%	2	10%	0	0%	3	10%
7 Heat set tissue	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	1	5%	0	0%	1	3%
31. Books mended how?	n=	0	n=	0	n=	0	n=	0	n=	0	n=	3	n=	17	n=	7	n=	27
1 Not applicable	0	0%	0	0%	0	0%	0	0%	0	0%	1	33%	3	18%	6	86%	10	37%
2 None done	0	0%	0	0%	0	0%	0	0%	0	0%	2	67%	12	71%	1	14%	15	56%
3 Cloth tape	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
4 "Archival" tape	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	3	18%	0	0%	3	11%
5 Scotch tape	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	2	12%	0	0%	2	7%
6 Bookcloth and PVA	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
7 In-house recasing	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	1	6%	0	0%	1	4%
32. Oversized prints, etc. housed how?	n=	0	n=	0	n=	0	n=	0	n=	0	n=	3	n=	18	n=	6	n=	27
1 Around or in a tube	0	0%	0	0%	0	0%	0	0%	0	0%	1	33%	9	50%	1	17%	11	41%
2 Rolled in acidic kraft	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	1	6%	0	0%	1	4%
3 Rolled in alkaline kraft	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	2	11%	0	0%	2	7%
4 Flat in metal map cases	0	0%	0	0%	0	0%	0	0%	0	0%	3	100%	12	67%	4	67%	19	70%
5 Large "archival" boxes	0	0%	0	0%	0	0%	0	0%	0	0%	2	67%	11	61%	3	50%	16	59%

	1,000,000		500,000-999,999		250,000-499,000		100,000-249,999		50,000-99,999		10,000-49,999		UNDER 10,000		NO BOOKS		ALL	
	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%
32a. Oversized prints, etc. housed where?	n=	0	n=	0	n=	0	n=	0	n=	0	n=	3	n=	15	n=	6	n=	24
1 General stacks	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	2	13%	0	0%	2	8%
2 Special collections	0	0%	0	0%	0	0%	0	0%	0	0%	2	67%	6	40%	1	17%	9	38%
3 Closed stacks	0	0%	0	0%	0	0%	0	0%	0	0%	1	33%	8	53%	5	83%	14	58%
33. Are microforms housed in the facility?	n=	0	n=	0	n=	0	n=	0	n=	0	n=	3	n=	19	n=	7	n=	29
1 No	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	8	42%	0	0%	8	28%
2 Yes	0	0%	0	0%	0	0%	0	0%	0	0%	3	100%	11	58%	7	100%	21	72%
33a. Types of microforms ?	n=	0	n=	0	n=	0	n=	0	n=	0	n=	3	n=	11	n=	7	n=	21
1 Microfilms	0	0%	0	0%	0	0%	0	0%	0	0%	3	100%	6	55%	4	57%	13	62%
2 Preservation microfilm	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	7	64%	2	29%	9	43%
3 Microfiche	0	0%	0	0%	0	0%	0	0%	0	0%	1	33%	3	27%	4	57%	8	38%
4 Microcards	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	3	43%	3	14%
33b. Where are the master negatives stored?	n=	0	n=	0	n=	0	n=	0	n=	0	n=	3	n=	8	n=	7	n=	18
1 Off-site storage in a vault	0	0%	0	0%	0	0%	0	0%	0	0%	3	100%	2	25%	2	29%	7	39%
2 General stacks	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
3 Microform reading room	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
4 Special collections	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	3	38%	2	29%	5	28%
5 Closed stacks	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	1	13%	2	29%	3	17%
8 Don't have any	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	2	25%	1	14%	3	17%
7 Don't know	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	1	13%	0	0%	1	6%
33c. Where are the use copies stored?	n=	0	n=	0	n=	0	n=	0	n=	0	n=	2	n=	10	n=	4	n=	16
1 General stacks	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	1	25%	1	6%
2 Microform reading room	0	0%	0	0%	0	0%	0	0%	0	0%	1	50%	2	20%	0	0%	3	19%
3 Special collections	0	0%	0	0%	0	0%	0	0%	0	0%	1	50%	6	60%	2	50%	9	56%
4 Closed stacks	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	3	30%	1	25%	4	25%
33d. How are microfilms housed?	n=	0	n=	0	n=	0	n=	0	n=	0	n=	3	n=	10	n=	5	n=	18
1 Plastic reels	0	0%	0	0%	0	0%	0	0%	0	0%	3	100%	10	100%	4	80%	17	94%
2 Metal reels	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	2	20%	1	20%	3	17%
3 Rubber bands	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	3	30%	1	20%	4	22%
4 Alkaline ties	0	0%	0	0%	0	0%	0	0%	0	0%	1	33%	7	70%	1	20%	9	50%
5 Acidic boxes	0	0%	0	0%	0	0%	0	0%	0	0%	1	33%	5	50%	2	40%	8	44%
6 Alkaline boxes	0	0%	0	0%	0	0%	0	0%	0	0%	1	33%	7	70%	4	80%	12	67%
34. Binder a member of the Library Binding Institute?	n=	0	n=	0	n=	0	n=	0	n=	0	n=	2	n=	15	n=	6	n=	23
1 No	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	2	13%	3	50%	5	22%
2 No binding done	0	0%	0	0%	0	0%	0	0%	0	0%	1	50%	7	47%	2	33%	10	43%
3 Yes	0	0%	0	0%	0	0%	0	0%	0	0%	1	50%	3	20%	0	0%	4	17%
4 Don't know	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	3	20%	1	17%	4	17%
35. Adheres to LBI stds?	n=	0	n=	0	n=	0	n=	0	n=	0	n=	1	n=	8	n=	1	n=	8
1 No	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
2 Yes	0	0%	0	0%	0	0%	0	0%	0	0%	1	100%	3	50%	0	0%	4	50%
3 Don't know	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	3	50%	1	100%	4	50%
36. Binding decision-makers?	n=	0	n=	0	n=	0	n=	0	n=	0	0	0	n=	4	n=	1	n=	5
1 Librarian	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	2	50%	1	100%	3	60%
2 Binding prep. staff	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	2	50%	0	0%	2	40%
3 Bindery and library staff	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	1	25%	0	0%	1	20%
4 Bindery staff	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	1	25%	0	0%	1	20%
39. Facility houses special collections?	n=	0	n=	0	n=	0	n=	0	n=	0	n=	3	n=	20	n=	7	n=	30
1 No	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	2	10%	1	14%	3	10%
2 Yes	0	0%	0	0%	0	0%	0	0%	0	0%	3	100%	18	90%	6	86%	27	90%

	1,000,000		500,000-999,999		250,000-499,000		100,000-249,999		50,000-99,999		10,000-49,999		UNDER 10,000		NO BOOKS		ALL	
	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%
39a. Materials in special collections?	n=	0	n=	0	n=	0	n=	0	n=	0	n=	3	n=	18	n=	6	n=	27
1 Rare books	0	0%	0	0%	0	0%	0	0%	0	0%	3	100%	12	67%	0	0%	15	56%
2 Manuscripts	0	0%	0	0%	0	0%	0	0%	0	0%	3	100%	15	83%	4	67%	22	81%
3 Local records	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	5	28%	1	17%	6	22%
4 Local history	0	0%	0	0%	0	0%	0	0%	0	0%	1	33%	8	44%	1	17%	10	37%
5 Maps	0	0%	0	0%	0	0%	0	0%	0	0%	3	100%	10	56%	2	33%	15	56%
6 Photographs	0	0%	0	0%	0	0%	0	0%	0	0%	3	100%	16	89%	6	100%	25	93%
7 Art works	0	0%	0	0%	0	0%	0	0%	0	0%	2	67%	9	50%	2	33%	13	48%
8 Microforms	0	0%	0	0%	0	0%	0	0%	0	0%	3	100%	8	44%	5	83%	16	59%
9 Audio-visual materials	0	0%	0	0%	0	0%	0	0%	0	0%	1	33%	14	78%	5	83%	20	74%
39b. Where are these collections housed?	n=	0	n=	0	n=	0	n=	0	n=	0	n=	3	n=	16	n=	6	n=	25
1 Special collections	0	0%	0	0%	0	0%	0	0%	0	0%	2	67%	10	63%	4	67%	16	64%
2 Vault	0	0%	0	0%	0	0%	0	0%	0	0%	2	67%	5	31%	1	17%	8	32%
3 Closed stacks	0	0%	0	0%	0	0%	0	0%	0	0%	3	100%	7	44%	2	33%	12	48%
39c. Where are these rooms located?	n=	0	n=	0	n=	0	n=	0	n=	0	n=	3	n=	18	n=	6	n=	27
1 Basement	0	0%	0	0%	0	0%	0	0%	0	0%	1	33%	8	44%	2	33%	11	41%
2 Attic	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	2	11%	0	0%	2	7%
3 Upper floor	0	0%	0	0%	0	0%	0	0%	0	0%	1	33%	6	33%	2	33%	9	33%
4 Main floor	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	7	39%	2	33%	9	33%
5 Main building	0	0%	0	0%	0	0%	0	0%	0	0%	1	33%	7	39%	0	0%	8	30%
6 Separate facility	0	0%	0	0%	0	0%	0	0%	0	0%	1	33%	0	0%	0	0%	1	4%
40. Staff access to special collections materials?	n=	0	n=	0	n=	0	n=	0	n=	0	n=	3	n=	11	n=	4	n=	18
1 Open without a key	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	5	45%	3	75%	8	44%
2 Staff Key	0	0%	0	0%	0	0%	0	0%	0	0%	2	67%	2	18%	1	25%	5	28%
3 Senior staff only	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	6	55%	0	0%	6	33%
41. Patron access to spec. collections materials?	n=	0	n=	0	n=	0	n=	0	n=	0	n=	3	n=	18	n=	6	n=	27
1 Open browsing	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
2 Materials retrieved and use supervised by staff	0	0%	0	0%	0	0%	0	0%	0	0%	3	100%	15	83%	5	83%	23	85%
3 All materials at same time	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	2	11%	2	33%	4	15%
4 Materials one at a time	0	0%	0	0%	0	0%	0	0%	0	0%	2	67%	7	39%	1	17%	10	37%
42. Personal materials allowed in RR?	n=	0	n=	0	n=	0	n=	0	n=	0	n=	1	n=	16	n=	5	n=	22
1 No restrictions	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	3	19%	2	40%	5	23%
2 Paper and pencil only	0	0%	0	0%	0	0%	0	0%	0	0%	1	100%	11	69%	0	0%	12	55%
3 Paper, pens, coats, etc.	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	2	13%	3	60%	5	23%
4 No materials	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
43. Where are mss./archival materials housed?	n=	0	n=	0	n=	0	n=	0	n=	0	n=	3	n=	17	n=	5	n=	25
1 In file cabinets	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	10	59%	2	40%	12	48%
2 Corrugated boxes	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	6	35%	2	40%	8	32%
3 Alkaline boxes	0	0%	0	0%	0	0%	0	0%	0	0%	3	100%	14	82%	5	100%	22	88%
4 Manila folders	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	7	41%	3	60%	10	40%
5 Alkaline folders	0	0%	0	0%	0	0%	0	0%	0	0%	3	100%	14	82%	3	60%	20	80%
6 Scrapbooks	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	10	59%	3	60%	13	52%

	1,000,000		500,000-999,999		250,000-499,000		100,000-249,999		50,000-99,999		10,000-49,999		UNDER 10,000		NO BOOKS		ALL	
	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%
44. Routine processing tasks performed?	n=	0	n=	0	n=	0	n=	0	n=	0	n=	3	n=	16	n=	5	n=	24
1 Nothing	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	1	6%	0	0%	1	4%
2 Remove staples	0	0%	0	0%	0	0%	0	0%	0	0%	2	67%	15	94%	3	60%	20	83%
3 Unfold	0	0%	0	0%	0	0%	0	0%	0	0%	1	33%	15	94%	3	60%	19	79%
4 Placed in alkaline folders	0	0%	0	0%	0	0%	0	0%	0	0%	3	100%	15	94%	5	100%	23	96%
5 Remove photos	0	0%	0	0%	0	0%	0	0%	0	0%	3	100%	14	88%	4	80%	21	88%
6 Remove newsprint, etc.	0	0%	0	0%	0	0%	0	0%	0	0%	3	100%	14	88%	2	40%	19	79%
7 Humidify and flatten	0	0%	0	0%	0	0%	0	0%	0	0%	1	33%	4	25%	0	0%	5	21%
45. Disaster plan prepared?	n=	0	n=	0	n=	0	n=	0	n=	0	n=	2	n=	20	n=	7	n=	29
1 No	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	12	60%	6	86%	18	62%
2 Yes	0	0%	0	0%	0	0%	0	0%	0	0%	1	50%	6	30%	1	14%	8	28%
3 In preparation	0	0%	0	0%	0	0%	0	0%	0	0%	1	50%	2	10%	0	0%	3	10%
45a. Disaster plan components?	n=	0	n=	0	n=	0	n=	0	n=	0	n=	2	n=	8	n=	1	n=	11
1 Response outline	0	0%	0	0%	0	0%	0	0%	0	0%	2	100%	7	88%	0	0%	9	82%
2 Supplies stored off-site	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	1	13%	0	0%	1	9%
3 Emergency supplies list	0	0%	0	0%	0	0%	0	0%	0	0%	2	100%	5	63%	0	0%	7	64%
4 Description of emergency procedures	0	0%	0	0%	0	0%	0	0%	0	0%	2	100%	8	100%	0	0%	10	91%
5 Recovery priorities	0	0%	0	0%	0	0%	0	0%	0	0%	2	100%	5	63%	1	100%	8	73%
6 List of staff volunteers	0	0%	0	0%	0	0%	0	0%	0	0%	2	100%	3	38%	0	0%	5	45%
7 Community resources	0	0%	0	0%	0	0%	0	0%	0	0%	2	100%	4	50%	0	0%	6	55%
8 Conservation experts	0	0%	0	0%	0	0%	0	0%	0	0%	2	100%	5	63%	0	0%	7	64%
51. Preservation money allocated?	n=	0	n=	0	n=	0	n=	0	n=	0	n=	3	n=	18	n=	7	n=	28
1 No	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	5	28%	5	71%	10	36%
2 Yes	0	0%	0	0%	0	0%	0	0%	0	0%	3	100%	13	72%	2	29%	18	64%

APPENDIX I

RESPONSES BY SIZE OF ARCHIVAL HOLDINGS

	Over 10,000		5,000-9,999		2,500-4,999		1,000-2,499		500-999		100-499		50-99		1-49		NO SUCH COLLECTION		
	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%
3. Predominant material facility construction	n=	15	n=	15	n=	23	n=	41	n=	42	n=	108	n=	81	n=	236	n=	240	n=	801
1 Stone	4	27%	3	20%	10	43%	14	34%	9	21%	24	22%	23	28%	66	28%	46	19%	199	25%
2 Brick	7	47%	10	67%	14	61%	29	71%	30	71%	67	62%	51	63%	124	53%	124	52%	456	57%
3 Wood	3	20%	7	47%	2	9%	8	20%	12	29%	38	35%	41	51%	126	53%	120	50%	357	45%
4 Concrete	11	73%	7	47%	15	65%	23	56%	13	31%	48	44%	26	32%	63	27%	82	34%	288	36%
5 Glass	8	40%	9	60%	11	48%	10	24%	8	14%	27	25%	18	20%	47	20%	40	17%	172	21%
8 Steel	8	53%	8	40%	11	48%	12	29%	7	17%	25	23%	18	22%	21	9%	29	12%	137	17%
7 Don't know	0	0%	0	0%	0	0%	0	0%	0	0%	1	1%	0	0%	0	0%	3	1%	4	0%
4. Condition of roof and exterior walls	n=	18	n=	18	n=	23	n=	41	n=	42	n=	106	n=	78	n=	238	n=	235	n=	793
1 Good condition	10	63%	14	88%	18	78%	32	78%	27	64%	81	76%	56	72%	158	87%	172	73%	568	72%
2 Exterior walls are insulated	5	31%	8	38%	6	26%	10	24%	7	17%	31	29%	21	27%	62	26%	58	24%	204	26%
3 Exterior walls not insulated	2	13%	3	19%	4	17%	20	49%	18	43%	42	40%	38	49%	113	48%	108	45%	346	44%
4 Condensation occurs on walls/windows	4	25%	3	19%	1	4%	1	2%	2	5%	12	11%	7	9%	19	8%	18	8%	67	8%
5 Exterior walls leak	3	19%	2	13%	0	0%	3	7%	4	10%	9	8%	6	8%	21	9%	16	7%	64	8%
6 Roof/attic is insulated	8	38%	7	44%	6	26%	16	39%	13	31%	38	36%	26	33%	80	34%	72	31%	264	33%
7 Roof/attic is not insulated	3	19%	2	13%	3	13%	13	32%	10	24%	32	30%	24	31%	92	39%	58	24%	235	30%
8 Water accumulates on roof	0	0%	5	31%	3	13%	5	12%	5	12%	17	16%	9	12%	25	11%	23	10%	92	12%
9 Roof leaks	4	25%	5	31%	4	17%	8	20%	9	21%	19	18%	19	24%	49	21%	36	15%	153	19%
10 Don't know	0	0%	0	0%	1	4%	2	5%	1	2%	3	3%	2	3%	8	3%	14	6%	31	4%
5. Which of the rooms exist in your facility?	n=	17	n=	17	n=	22	n=	40	n=	40	n=	106	n=	78	n=	230	n=	228	n=	778
1 None	1	6%	0	0%	3	14%	5	13%	3	8%	11	10%	7	9%	27	12%	45	20%	102	13%
2 Attic	3	18%	3	18%	4	18%	12	30%	13	33%	50	47%	38	49%	107	47%	81	36%	311	40%
3 Basement stacks	12	71%	8	47%	14	64%	24	60%	18	45%	45	42%	32	41%	85	37%	89	39%	327	42%
4 Storage room(s)	14	82%	13	76%	14	64%	28	70%	31	78%	81	76%	49	63%	146	63%	104	46%	480	62%
5 Non-stack basement	5	29%	8	47%	0	0%	15	38%	18	45%	42	40%	31	40%	115	50%	86	38%	320	41%
5a. What is the condition of the attic?	n=	4	n=	4	n=	3	n=	15	n=	13	n=	50	n=	38	n=	109	n=	77	n=	313
1 Clean	3	75%	3	75%	1	33%	9	60%	7	54%	27	54%	17	45%	53	49%	27	35%	147	47%
2 Cluttered	1	25%	0	0%	1	33%	8	40%	3	23%	15	30%	14	37%	36	33%	37	48%	113	36%
3 Dirty	1	25%	0	0%	1	33%	4	27%	5	38%	14	28%	11	29%	36	33%	27	35%	99	32%
4 Dry	2	50%	2	50%	2	67%	10	67%	3	23%	27	54%	25	66%	67	61%	42	55%	180	58%
5 Wet	0	0%	0	0%	1	33%	1	7%	2	15%	0	0%	1	3%	6	6%	5	6%	16	5%
6 Rodents	1	25%	0	0%	1	33%	2	13%	0	0%	5	10%	0	0%	14	13%	9	12%	32	10%
7 Insects	1	25%	0	0%	0	0%	1	7%	1	8%	5	10%	2	5%	10	9%	7	9%	27	9%
8 Mold	1	25%	0	0%	1	33%	1	7%	0	0%	3	6%	3	8%	5	5%	8	8%	20	6%
5a. What is the condition of the basement stacks?	n=	12	n=	12	n=	15	n=	23	n=	18	n=	45	n=	30	n=	84	n=	87	n=	328
1 Clean	8	67%	7	58%	10	67%	18	70%	11	61%	30	67%	18	60%	43	51%	58	64%	199	61%
2 Cluttered	8	50%	2	17%	2	13%	3	13%	8	44%	15	33%	8	27%	31	37%	24	28%	99	30%
3 Dirty	1	8%	2	17%	2	13%	3	13%	8	33%	9	20%	7	23%	14	17%	14	16%	58	18%
4 Dry	8	67%	3	25%	4	27%	14	61%	5	28%	22	49%	15	50%	44	52%	41	47%	156	48%
5 Wet	2	17%	1	8%	4	27%	5	22%	2	11%	4	9%	3	10%	18	19%	18	21%	55	17%
8 Rodents	1	8%	1	8%	0	0%	1	4%	3	17%	1	2%	2	7%	7	8%	4	5%	20	6%
7 Insects	2	17%	1	8%	6	40%	2	9%	5	28%	5	11%	1	3%	8	7%	8	7%	34	10%
8 Mold	2	17%	1	8%	1	7%	5	22%	4	22%	7	16%	4	13%	24	29%	15	17%	63	19%
5a. What is the condition of the storage rooms?	n=	12	n=	12	n=	14	n=	25	n=	30	n=	77	n=	51	n=	148	n=	107	n=	478
1 Clean	8	67%	8	67%	4	29%	14	56%	18	53%	43	56%	25	49%	72	49%	58	52%	246	52%
2 Cluttered	5	42%	7	58%	11	79%	11	44%	15	50%	37	48%	26	51%	79	53%	54	50%	245	51%
3 Dirty	4	33%	5	42%	3	21%	3	12%	6	20%	13	17%	9	18%	23	16%	19	18%	85	18%
4 Dry	8	67%	6	50%	5	36%	18	72%	18	53%	43	56%	30	59%	81	55%	54	50%	261	55%
5 Wet	1	8%	1	8%	3	21%	2	8%	1	3%	4	5%	2	4%	13	9%	9	8%	36	8%
8 Rodents	0	0%	1	8%	0	0%	1	4%	2	7%	4	5%	3	8%	11	7%	2	2%	24	5%
7 Insects	0	0%	1	8%	3	21%	2	8%	4	13%	2	3%	1	2%	11	7%	8	6%	30	8%
8 Mold	1	8%	3	25%	1	7%	1	4%	3	10%	3	4%	7	14%	21	14%	10	9%	50	11%
5a. What is the condition of the non-stack basement?	n=	5	n=	5	n=	8	n=	18	n=	19	n=	44	n=	35	n=	119	n=	87	n=	338
1 Clean	4	80%	5	100%	5	63%	7	44%	12	83%	22	50%	12	34%	62	52%	37	43%	166	49%
2 Cluttered	1	20%	5	100%	4	50%	9	56%	8	32%	19	43%	18	51%	39	33%	38	41%	137	41%
3 Dirty	1	20%	2	40%	2	25%	5	31%	4	21%	13	30%	12	34%	28	24%	29	33%	96	28%
4 Dry	3	60%	5	100%	1	13%	12	75%	8	32%	20	45%	15	43%	44	37%	35	40%	141	42%
5 Wet	1	20%	1	20%	2	25%	2	13%	2	11%	10	23%	8	17%	39	33%	18	21%	81	24%
8 Rodents	0	0%	1	20%	1	13%	2	13%	1	5%	3	7%	9	26%	12	10%	5	6%	34	10%
7 Insects	0	0%	1	20%	1	13%	2	13%	1	5%	3	7%	7	20%	8	5%	4	5%	25	7%
8 Mold	1	20%	2	40%	1	13%	4	25%	3	16%	12	27%	7	20%	27	23%	17	20%	74	22%

	Over 10,000		5,000-9,999		2,500-4,999		1,000-2,499		500-999		100-499		50-99		1-49		NO SUCH COLLECTION		ALL	
	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%
6. Type of security system?	n=	16	n=	16	n=	23	n=	40	n=	42	n=	106	n=	74	n=	231	n=	229	n=	777
1 None	0	0%	2	13%	6	26%	5	13%	9	21%	13	12%	23	31%	81	35%	108	47%	247	32%
2 Shared system	12	75%	3	19%	9	39%	22	55%	17	40%	45	42%	26	35%	59	26%	56	24%	249	32%
3 Burglar alarms	10	63%	7	44%	9	39%	15	38%	15	36%	36	34%	19	26%	74	32%	56	24%	241	31%
4 Motion detectors	6	38%	9	56%	9	39%	15	38%	14	33%	46	43%	28	38%	84	36%	53	23%	264	34%
5 After-hours guard	4	25%	3	19%	5	22%	11	28%	7	17%	23	22%	6	8%	13	6%	13	6%	85	11%
6 Computerized system	2	13%	4	25%	3	13%	6	20%	1	2%	8	8%	3	4%	13	6%	11	5%	53	7%
7 Electronics at exit	5	31%	6	50%	5	22%	17	43%	9	21%	41	39%	16	22%	39	17%	36	16%	176	23%
7. Areas covered by HVAC ?	n=	18	n=	16	n=	23	n=	36	n=	33	n=	97	n=	61	n=	191	n=	166	n=	659
1 General books	12	75%	12	75%	14	61%	21	58%	14	42%	59	61%	35	57%	148	77%	155	83%	470	71%
2 Special collections	15	94%	16	100%	16	78%	29	61%	23	70%	72	74%	39	64%	129	68%	71	38%	412	63%
3 Administrative areas	15	94%	13	61%	20	67%	28	72%	23	70%	76	60%	51	64%	163	85%	134	72%	523	79%
4 Don't know	1	8%	0	0%	2	9%	1	3%	2	8%	4	4%	2	3%	5	3%	10	5%	27	4%
8. Components?	n=	18	n=	16	n=	23	n=	36	n=	37	n=	95	n=	66	n=	208	n=	205	n=	704
1 Heating	18	100%	15	94%	22	96%	38	100%	32	88%	89	94%	67	99%	196	94%	192	94%	665	94%
2 Ventilation	14	88%	12	75%	17	74%	25	69%	17	46%	57	60%	31	46%	82	39%	78	38%	333	47%
3 Air-conditioning	15	94%	12	75%	18	78%	29	81%	24	65%	69	73%	45	66%	114	55%	104	51%	430	61%
4 Humidity control	12	75%	6	38%	7	30%	21	58%	11	30%	24	25%	15	22%	47	23%	22	11%	165	23%
5 Don't know	0	0%	0	0%	0	0%	0	0%	1	3%	2	2%	1	1%	1	0%	6	3%	11	2%
9. What areas are covered by AC?	n=	16	n=	11	n=	20	n=	27	n=	24	n=	76	n=	44	n=	120	n=	109	n=	449
1 General books	13	61%	9	82%	13	65%	14	52%	6	33%	45	58%	26	59%	85	71%	79	72%	292	65%
2 Special collections	15	94%	11	100%	17	85%	22	61%	14	58%	55	71%	23	52%	79	66%	37	34%	273	61%
3 Administrative areas	13	61%	11	100%	16	90%	19	70%	17	71%	64	62%	37	64%	102	65%	88	61%	369	62%
4 Don't know	0	0%	0	0%	0	0%	0	0%	1	4%	4	5%	1	2%	1	1%	4	4%	11	2%
9a. Where is the chiller located?	n=	15	n=	12	n=	16	n=	26	n=	23	n=	76	n=	46	n=	116	n=	112	n=	448
1 Roof	6	53%	5	42%	9	50%	11	39%	4	17%	29	37%	13	28%	31	27%	25	22%	135	30%
2 Outside on the grounds	2	13%	5	42%	4	22%	3	11%	3	13%	19	24%	15	33%	36	31%	26	25%	115	26%
3 Mechanical room	10	67%	5	42%	4	22%	14	50%	7	30%	17	22%	9	20%	19	16%	22	20%	107	24%
4 Windows	1	7%	0	0%	5	28%	6	21%	12	52%	27	35%	16	35%	46	40%	54	48%	167	37%
10. Constant control possible?	n=	15	n=	16	n=	21	n=	40	n=	37	n=	96	n=	70	n=	207	n=	206	n=	710
1 No	5	33%	9	56%	11	52%	16	40%	23	62%	61	62%	49	70%	148	71%	155	75%	477	67%
2 Yes	10	67%	7	44%	10	48%	24	60%	14	38%	37	38%	21	30%	59	29%	51	25%	233	33%
11. Constant setting?	n=	13	n=	11	n=	16	n=	29	n=	20	n=	61	n=	45	n=	129	n=	100	n=	426
1 No	3	23%	5	45%	7	39%	10	34%	9	45%	35	57%	25	56%	97	75%	65	65%	256	60%
2 Don't know	3	23%	1	9%	3	17%	3	10%	3	15%	6	13%	4	9%	7	5%	12	12%	44	10%
3 Yes	7	54%	5	45%	6	44%	16	55%	8	40%	16	30%	16	38%	25	19%	23	23%	126	30%
11a. Setting of Air-conditioning?	n=	11	n=	6	n=	12	n=	20	n=	15	n=	49	n=	29	n=	60	n=	59	n=	263
60-63	1	9%	2	25%	0	0%	0	0%	2	13%	0	0%	1	3%	0	0%	0	0%	8	2%
64-67	2	18%	1	13%	0	0%	3	15%	3	20%	5	10%	3	10%	3	5%	6	10%	26	10%
68-71	7	64%	2	25%	5	42%	13	65%	4	27%	15	31%	12	41%	21	35%	19	32%	98	37%
72-75	1	9%	2	25%	3	25%	2	10%	4	27%	17	35%	4	14%	18	27%	12	20%	61	23%
76-79	0	0%	0	0%	0	0%	0	0%	0	0%	4	8%	1	3%	5	8%	2	3%	12	5%
Don't know	0	0%	1	13%	4	33%	2	10%	2	13%	8	18%	6	26%	15	25%	20	34%	60	23%
11a. Setting of heating?	n=	12	n=	9	n=	11	n=	24	n=	19	n=	52	n=	37	n=	97	n=	64	n=	345
60-63	1	8%	2	22%	0	0%	0	0%	1	5%	3	6%	3	8%	12	12%	4	5%	28	8%
64-67	2	17%	1	11%	0	0%	4	17%	7	37%	9	17%	6	16%	21	22%	15	18%	65	19%
68-71	8	67%	4	44%	6	55%	17	71%	9	47%	24	46%	21	57%	51	53%	38	45%	176	52%
72-75	1	8%	0	0%	1	9%	2	8%	1	5%	7	13%	0	0%	3	3%	6	10%	23	7%
78-79	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	1	3%	0	0%	0	0%	1	0%
Don't know	0	0%	2	22%	4	36%	1	4%	1	5%	9	17%	6	16%	10	10%	19	23%	52	15%

	Over 10,000		5,000-9,999		2,500-4,999		1,000-2,499		500-999		100-499		50-99		1-49		NO SUCH COLLECTION		ALL	
	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%
11b. AC turned down or shut off?	n=	13	n=	10	n=	15	n=	21	n=	15	n=	51	n=	33	n=	72	n=	86	n=	296
1 No	4	31%	3	30%	4	27%	9	43%	5	33%	11	22%	4	12%	12	17%	14	21%	68	22%
2 Don't know	1	8%	0	0%	1	7%	0	0%	0	0%	5	10%	1	3%	3	4%	8	12%	19	8%
3 Yes	8	62%	7	70%	10	87%	12	57%	10	67%	35	69%	28	85%	57	79%	44	67%	211	71%
11b. Heat turned down or shut off?	n=	12	n=	11	n=	15	n=	23	n=	16	n=	57	n=	42	n=	108	n=	95	n=	379
1 No	4	33%	4	36%	3	20%	9	39%	8	38%	17	30%	11	26%	25	23%	22	23%	101	27%
2 Don't know	1	8%	0	0%	2	13%	0	0%	0	0%	6	11%	1	2%	8	7%	11	12%	29	8%
3 Yes	7	58%	7	64%	10	87%	14	81%	10	63%	34	60%	30	71%	75	69%	62	65%	249	68%
11b. Ventilation turned down or shut off?	n=	8	n=	10	n=	12	n=	18	n=	12	n=	38	n=	19	n=	46	n=	45	n=	206
1 No	3	38%	8	60%	4	33%	8	44%	7	58%	14	39%	8	32%	12	26%	15	33%	75	38%
2 Don't know	1	13%	0	0%	1	8%	2	11%	2	17%	8	22%	2	11%	5	11%	11	24%	32	16%
3 Yes	4	50%	4	40%	7	58%	8	44%	3	25%	14	39%	11	58%	29	83%	19	42%	99	48%
11c. Humidity control devices used?	n=	13	n=	10	n=	12	n=	24	n=	20	n=	48	n=	35	n=	90	n=	68	n=	318
1 Portable humidifiers	2	15%	2	20%	0	0%	2	8%	5	25%	7	15%	6	17%	9	10%	9	14%	42	13%
2 Portable dehumidifiers	2	15%	3	30%	0	0%	11	46%	7	35%	18	35%	12	34%	42	47%	28	42%	121	38%
3 System humidification	9	69%	5	50%	5	42%	12	50%	8	40%	12	26%	7	20%	18	20%	8	12%	84	27%
4 System dehumidification	9	69%	5	50%	5	42%	11	46%	6	30%	19	41%	7	20%	17	19%	7	11%	86	27%
12. Separate HVAC for special collections?	n=	15	n=	15	n=	23	n=	40	n=	41	n=	98	n=	74	n=	218	n=	201	n=	725
1 No	8	53%	8	53%	13	57%	23	58%	32	78%	71	72%	82	84%	192	88%	189	94%	598	82%
2 Yes	7	47%	7	47%	10	43%	17	43%	9	22%	27	28%	12	16%	28	12%	12	6%	127	18%
12a. Constant control?	n=	10	n=	8	n=	14	n=	19	n=	13	n=	42	n=	23	n=	51	n=	38	n=	218
1 No	1	10%	2	25%	7	50%	4	21%	8	46%	22	52%	10	43%	30	59%	26	72%	108	50%
2 Yes	9	90%	8	75%	7	50%	15	79%	7	54%	20	48%	13	57%	21	41%	10	28%	108	50%
12b. Constant setting?	n=	10	n=	8	n=	9	n=	20	n=	11	n=	34	n=	28	n=	47	n=	28	n=	193
1 No	1	10%	2	25%	3	33%	6	30%	3	27%	12	35%	10	38%	29	62%	16	57%	82	42%
2 Don't know	2	20%	0	0%	0	0%	2	10%	1	9%	4	12%	4	15%	1	2%	5	18%	19	10%
3 Yes	7	70%	8	75%	8	67%	12	60%	7	84%	18	53%	12	46%	17	36%	7	25%	92	48%
12c. Setting of Air-conditioning?	n=	10	n=	7	n=	9	n=	11	n=	9	n=	24	n=	18	n=	17	n=	17	n=	120
60-63	1	10%	2	29%	0	0%	0	0%	1	11%	2	8%	0	0%	4	24%	1	6%	11	9%
64-67	2	20%	1	14%	1	11%	2	18%	4	44%	2	8%	4	25%	1	6%	2	12%	19	16%
68-71	5	50%	2	29%	3	33%	8	73%	2	22%	5	21%	4	25%	2	12%	5	29%	36	30%
72-75	0	0%	2	29%	3	33%	0	0%	1	11%	5	21%	0	0%	2	12%	1	8%	14	12%
76-79	0	0%	0	0%	0	0%	0	0%	0	0%	1	4%	2	13%	2	12%	0	0%	5	4%
Don't know	2	20%	0	0%	2	22%	1	9%	1	11%	9	38%	8	38%	8	35%	8	47%	35	29%
12c. Setting of heating?	n=	8	n=	7	n=	10	n=	12	n=	9	n=	28	n=	20	n=	29	n=	17	n=	140
60-63	1	13%	2	29%	0	0%	0	0%	1	11%	3	11%	2	10%	4	14%	0	0%	13	9%
64-67	1	13%	1	14%	1	10%	2	17%	3	33%	8	29%	3	15%	8	21%	3	18%	28	20%
68-71	4	50%	4	57%	8	60%	9	75%	4	44%	8	29%	7	35%	12	41%	7	41%	81	44%
72-75	0	0%	0	0%	1	10%	1	8%	0	0%	1	4%	1	5%	1	3%	2	12%	7	5%
76-79	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	1	5%	0	0%	0	0%	1	1%
Don't know	2	25%	0	0%	2	20%	0	0%	1	11%	8	29%	6	30%	8	21%	5	29%	30	21%
12d. AC turned down or shut off?	n=	10	n=	7	n=	10	n=	13	n=	8	n=	27	n=	18	n=	22	n=	20	n=	135
1 No	8	60%	5	71%	8	60%	10	77%	8	75%	12	44%	9	50%	7	32%	7	35%	68	50%
2 Don't know	1	10%	0	0%	0	0%	1	8%	0	0%	3	11%	3	17%	1	5%	3	15%	12	9%
3 Yes	3	30%	2	29%	4	40%	2	15%	2	25%	12	44%	8	33%	14	64%	10	50%	55	41%
12d. Heat turned down or shut off?	n=	9	n=	7	n=	11	n=	13	n=	8	n=	30	n=	22	n=	35	n=	20	n=	155
1 No	8	87%	5	71%	8	55%	7	54%	6	75%	10	33%	10	45%	10	29%	5	25%	65	42%
2 Don't know	1	11%	0	0%	0	0%	1	8%	1	13%	3	10%	4	18%	2	6%	3	15%	15	10%
3 Yes	2	22%	2	29%	5	45%	5	38%	1	13%	17	57%	8	36%	23	66%	12	60%	75	48%

	Over 10,000		5,000-9,999		2,500-4,999		1,000-2,499		500-999		100-499		50-99		1-49		NO SUCH COLLECTION		ALL	
	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%
12d. Ventilation turned down or shut off?	n=	8	n=	6	n=	11	n=	12	n=	6	n=	21	n=	12	n=	14	n=	17	n=	107
1 No	3	50%	3	50%	6	55%	6	67%	8	75%	8	38%	6	67%	7	50%	6	35%	55	51%
2 Don't know	1	17%	3	50%	0	0%	1	8%	1	13%	4	19%	3	25%	2	14%	4	24%	19	18%
3 Yes	2	33%	0	0%	5	45%	3	25%	1	13%	9	43%	1	6%	5	36%	7	41%	33	31%
12e. Humidity control devices used?	n=	10	n=	7	n=	9	n=	12	n=	10	n=	34	n=	19	n=	33	n=	21	n=	155
1 Portable humidifiers	2	20%	0	0%	0	0%	2	17%	1	10%	2	6%	8	32%	7	21%	6	29%	26	17%
2 Portable dehumidifiers	1	10%	0	0%	1	11%	6	50%	2	20%	15	44%	4	21%	15	45%	9	43%	53	34%
3 System humidification	5	50%	6	86%	5	56%	9	75%	7	70%	9	26%	6	32%	5	15%	3	14%	55	35%
4 System dehumidification	7	70%	6	86%	6	67%	7	58%	8	60%	6	24%	5	26%	7	21%	3	14%	55	35%
13. Environmental monitoring devices?	n=	18	n=	18	n=	23	n=	39	n=	41	n=	101	n=	74	n=	232	n=	235	n=	777
1 None	1	6%	0	0%	1	4%	3	6%	5	12%	11	11%	11	15%	39	17%	43	18%	114	15%
2 Thermostat	12	75%	12	75%	15	65%	32	82%	32	76%	75	74%	55	74%	169	73%	166	71%	588	73%
3 Thermometer	6	38%	6	38%	9	39%	11	26%	11	27%	32	32%	27	36%	79	34%	71	30%	252	32%
4 Hygrometer	6	38%	4	25%	1	4%	10	26%	8	20%	13	13%	6	11%	17	7%	12	5%	79	10%
5 Thermohygrometer	5	31%	3	19%	2	9%	6	15%	2	5%	6	6%	4	5%	9	4%	2	1%	39	5%
6 Hygrothermograph	7	44%	5	31%	8	35%	6	15%	6	15%	9	9%	2	3%	5	2%	3	1%	51	7%
7 Sling psychrometer	2	13%	3	19%	3	13%	4	10%	5	12%	0	0%	3	4%	4	2%	1	0%	25	3%
6 Battery-operated psychrometer	0	0%	0	0%	3	13%	0	0%	1	2%	0	0%	0	0%	2	1%	1	0%	7	1%
14. Reduction of entering light?	n=	17	n=	16	n=	23	n=	41	n=	39	n=	98	n=	73	n=	226	n=	221	n=	752
1 No windows	6	47%	3	19%	5	22%	12	29%	9	23%	19	20%	6	11%	17	8%	16	6%	99	13%
2 Nothing done	2	12%	5	31%	5	22%	9	22%	9	23%	16	19%	21	29%	70	31%	90	41%	229	30%
3 Light-filtering film	6	47%	3	19%	2	9%	8	20%	7	16%	13	14%	4	5%	6	4%	6	3%	59	8%
4 Light-filtering glass	3	16%	0	0%	1	4%	1	2%	3	6%	6	8%	2	3%	12	5%	5	2%	35	5%
5 Shades	7	41%	5	31%	10	43%	18	44%	21	54%	41	43%	31	42%	110	49%	92	42%	335	45%
6 Curtains	6	47%	3	19%	6	35%	8	20%	7	16%	37	39%	33	45%	66	29%	53	24%	223	30%
7 Roof overhangs	2	12%	0	0%	3	13%	3	7%	2	5%	5	5%	6	6%	14	6%	13	6%	48	6%
6 Awnings	0	0%	0	0%	1	4%	0	0%	0	0%	0	0%	1	1%	4	2%	0	0%	6	1%
15. Reduction of UV radiation inside?	n=	17	n=	14	n=	23	n=	40	n=	41	n=	98	n=	74	n=	228	n=	223	n=	758
1 None	8	35%	6	57%	9	39%	16	45%	23	56%	56	57%	54	73%	165	72%	198	89%	537	71%
2 UV-filtering sleeves	6	47%	5	36%	10	43%	15	38%	7	17%	19	19%	7	9%	27	12%	9	4%	107	14%
3 Low UV fluorescent tubes	4	24%	4	29%	3	13%	4	10%	4	10%	9	9%	6	11%	19	6%	11	5%	66	9%
4 UF-3 or UF-4 plexiglass	1	6%	0	0%	0	0%	2	5%	2	5%	7	7%	2	3%	7	3%	0	0%	21	3%
5 UV-filtering film	1	6%	2	14%	0	0%	4	10%	3	7%	13	13%	0	0%	6	4%	0	0%	31	4%
6 Lights turned on and off	6	35%	4	29%	6	35%	12	30%	9	22%	22	22%	10	14%	33	14%	13	8%	117	15%
16. Fire detection/suppression systems installed?	n=	17	n=	18	n=	23	n=	41	n=	42	n=	105	n=	61	n=	236	n=	237	n=	798
1 No	0	0%	3	19%	2	9%	3	7%	7	17%	9	9%	13	16%	32	14%	53	22%	122	15%
2 Don't know	0	0%	1	6%	0	0%	1	2%	0	0%	4	4%	2	2%	3	1%	3	1%	14	2%
3 Yes	17	100%	12	75%	21	91%	37	90%	35	63%	92	68%	66	81%	201	65%	161	76%	662	63%
16a. Type of system?	n=	17	n=	12	n=	21	n=	38	n=	35	n=	92	n=	68	n=	201	n=	163	n=	667
1 Fire extinguishers	15	88%	10	83%	20	95%	35	92%	33	94%	82	89%	63	93%	176	89%	163	89%	599	90%
2 Wet pipe sprinklers	5	29%	3	25%	4	19%	12	32%	7	20%	23	25%	10	15%	32	16%	31	17%	127	19%
3 Dry pipe sprinklers	3	16%	3	25%	3	14%	5	13%	5	14%	5	5%	3	4%	8	4%	6	3%	41	6%
4 Halon	3	16%	5	42%	3	14%	4	11%	2	8%	4	4%	1	1%	4	2%	3	2%	29	4%
5 Smoke detectors	10	59%	9	75%	14	87%	26	74%	20	57%	81	68%	49	72%	143	71%	109	60%	443	66%
6 Heat detectors	8	47%	8	67%	10	46%	23	61%	13	37%	44	48%	28	41%	98	48%	59	32%	289	43%
7 Ionization detectors	4	24%	0	0%	0	0%	5	13%	2	6%	2	2%	4	6%	10	5%	4	2%	31	5%
16b. Where are these systems installed (Everywhere)?	n=	14	n=	12	n=	19	n=	36	n=	32	n=	84	n=	82	n=	177	n=	155	n=	591
1 Fire extinguishers	10	71%	9	75%	19	100%	36	100%	30	94%	71	85%	52	64%	148	84%	133	86%	508	86%
2 Wet pipe sprinklers	3	21%	2	17%	3	16%	9	25%	8	19%	21	25%	6	13%	24	14%	22	14%	96	17%
3 Dry pipe sprinklers	1	7%	2	17%	2	11%	1	3%	3	9%	4	5%	1	2%	3	2%	5	3%	22	4%
4 Halon	1	7%	1	6%	0	0%	0	0%	1	3%	2	2%	0	0%	1	1%	0	0%	8	1%
5 Smoke detectors	10	71%	9	75%	11	56%	25	69%	16	56%	50	80%	36	56%	121	68%	88	57%	366	62%
6 Heat detectors	7	50%	7	58%	10	53%	20	56%	12	36%	36	43%	23	37%	75	42%	40	26%	230	39%
7 Ionization detectors	3	21%	0	0%	0	0%	4	11%	1	3%	2	2%	2	3%	7	4%	3	2%	22	4%

	Over 10,000		5,000-9,999		2,500-4,999		1,000-2,499		500-999		100-499		50-99		1-49		NO SUCH COLLECTION		ALL	
	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%
16b. Where are these systems installed (Stor. areas)?	n=	5	n=	4	n=	8	n=	6	n=	6	n=	15	n=	9	n=	36	n=	26	n=	115
1 Fire extinguishers	4	80%	1	25%	5	63%	2	33%	2	33%	9	60%	8	89%	17	47%	15	58%	63	55%
2 Wet pipe sprinklers	0	0%	0	0%	2	25%	1	17%	2	33%	1	7%	0	0%	6	17%	8	23%	18	16%
3 Dry pipe sprinklers	2	40%	0	0%	1	13%	1	17%	1	17%	1	7%	0	0%	0	0%	0	0%	8	5%
4 Halon	0	0%	2	50%	0	0%	0	0%	0	0%	1	7%	0	0%	1	3%	0	0%	4	3%
5 Smoke detectors	1	20%	0	0%	4	50%	3	50%	1	17%	8	40%	2	22%	18	50%	7	27%	42	37%
6 Heat detectors	2	40%	1	25%	3	38%	2	33%	3	50%	7	47%	1	11%	12	33%	2	8%	33	29%
7 Ionization detectors	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	2	6%	0	0%	2	2%
16b. Where are these systems installed (Vault)?	n=	2	n=	2	n=	6	n=	5	n=	5	n=	9	n=	3	n=	10	n=	4	n=	46
1 Fire extinguishers	1	50%	0	0%	2	33%	1	20%	2	40%	5	56%	1	33%	4	40%	0	0%	16	35%
2 Wet pipe sprinklers	0	0%	0	0%	1	17%	0	0%	0	0%	0	0%	0	0%	3	30%	1	25%	5	11%
3 Dry pipe sprinklers	0	0%	0	0%	0	0%	2	40%	0	0%	0	0%	0	0%	3	30%	0	0%	5	11%
4 Halon	1	50%	2	100%	4	67%	3	60%	0	0%	1	11%	1	33%	2	20%	0	0%	14	30%
5 Smoke detectors	1	50%	0	0%	3	50%	3	60%	2	40%	4	44%	0	0%	4	40%	2	50%	19	41%
8 Heat detectors	1	50%	0	0%	2	33%	2	40%	2	40%	5	56%	1	33%	5	50%	2	50%	20	43%
7 Ionization detectors	0	0%	0	0%	0	0%	2	40%	0	0%	0	0%	0	0%	2	20%	0	0%	4	9%
16b. Where are these systems installed (Spec. collect.)?	n=	3	n=	0	n=	7	n=	8	n=	6	n=	11	n=	11	n=	16	n=	5	n=	67
1 Fire extinguishers	1	33%	0	0%	4	57%	5	63%	6	100%	7	64%	5	45%	8	50%	2	40%	38	57%
2 Wet pipe sprinklers	0	0%	0	0%	1	14%	0	0%	2	33%	1	9%	1	9%	2	13%	2	40%	9	13%
3 Dry pipe sprinklers	0	0%	0	0%	0	0%	2	25%	0	0%	1	9%	0	0%	1	6%	0	0%	4	6%
4 Halon	1	33%	0	0%	4	57%	3	38%	0	0%	3	27%	3	27%	3	19%	1	20%	18	27%
5 Smoke detectors	1	33%	0	0%	8	86%	3	38%	2	33%	5	45%	1	9%	8	50%	2	40%	28	42%
8 Heat detectors	1	33%	0	0%	3	43%	2	25%	2	33%	6	55%	2	18%	6	38%	0	0%	22	33%
7 Ionization detectors	0	0%	0	0%	0	0%	2	25%	0	0%	0	0%	0	0%	1	6%	1	20%	4	6%
16c. Inspected regularly?	n=	18	n=	12	n=	20	n=	37	n=	35	n=	90	n=	64	n=	199	n=	183	n=	656
1 No	1	6%	0	0%	0	0%	2	5%	4	11%	8	9%	1	2%	23	12%	18	9%	55	8%
2 Annually	4	25%	5	42%	9	45%	18	49%	20	57%	39	43%	40	63%	101	51%	99	54%	335	51%
3 Twice a Year	6	38%	2	17%	5	25%	7	19%	5	14%	17	19%	10	16%	32	16%	28	15%	112	17%
4 More than twice a year	3	19%	2	17%	3	15%	8	16%	3	9%	11	12%	8	9%	17	9%	13	7%	64	10%
5 Don't know	2	13%	3	25%	3	15%	4	11%	3	9%	15	17%	7	11%	28	13%	27	15%	90	14%
16d. How are they inspected?	n=	16	n=	12	n=	19	n=	34	n=	28	n=	75	n=	59	n=	165	n=	157	n=	565
1 With a match	1	6%	0	0%	2	11%	0	0%	0	0%	0	0%	0	0%	2	1%	2	1%	7	1%
2 Professionally-trained personnel	12	75%	9	75%	12	63%	7	21%	26	93%	49	65%	44	75%	118	72%	101	64%	378	87%
3 Fire marshall	3	19%	4	33%	4	21%	25	74%	5	18%	20	27%	14	24%	35	21%	39	25%	149	26%
4 Don't know	1	6%	1	8%	5	26%	8	24%	0	0%	13	17%	4	7%	24	15%	29	18%	85	15%
17. Connected to fire department?	n=	17	n=	13	n=	20	n=	37	n=	30	n=	92	n=	66	n=	196	n=	177	n=	648
1 No	5	29%	8	46%	8	30%	16	43%	12	40%	22	24%	20	30%	73	37%	73	41%	233	38%
2 Yes	12	71%	7	54%	14	70%	21	57%	18	60%	70	76%	46	70%	123	63%	103	58%	414	84%
18. Are water alarms present?	n=	17	n=	15	n=	22	n=	38	n=	40	n=	98	n=	75	n=	223	n=	219	n=	745
1 No	14	82%	12	80%	19	86%	29	76%	38	95%	92	96%	73	97%	213	96%	211	96%	701	94%
2 Throughout the facility	2	12%	0	0%	0	0%	1	3%	0	0%	2	2%	2	3%	4	2%	7	3%	18	2%
3 Selected areas only	1	6%	3	20%	3	14%	8	21%	2	5%	2	2%	0	0%	8	3%	1	0%	28	3%
19. Has a building survey been done?	n=	17	n=	18	n=	22	n=	41	n=	42	n=	100	n=	77	n=	223	n=	224	n=	762
1 No	9	53%	10	63%	8	36%	21	51%	24	57%	59	59%	46	60%	150	87%	166	74%	493	65%
2 Yes	8	47%	6	38%	14	64%	20	49%	18	43%	41	41%	31	40%	73	33%	58	26%	269	35%
19a. Who performed the building survey?	n=	8	n=	5	n=	11	n=	18	n=	13	n=	34	n=	24	n=	52	n=	38	n=	199
1 NEDCC	1	17%	1	20%	8	55%	10	63%	5	38%	13	38%	6	25%	12	23%	8	16%	60	30%
2 Independent Consultant	2	33%	3	60%	1	9%	5	31%	5	38%	9	28%	9	38%	19	37%	17	45%	70	35%
3 Society of American Archivists	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
4 Staff	3	50%	1	20%	4	36%	1	6%	2	15%	12	35%	8	33%	18	35%	12	32%	81	31%

	Over 10,000		5,000-9,999		2,500-4,999		1,000-2,499		500-999		100-499		50-99		1-49		NO SUCH COLLECTION		ALL	
	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%
20. Is there a preservation plan?	n=	16	n=	15	n=	21	n=	41	n=	36	n=	103	n=	77	n=	226	n=	221	n=	758
1 No	12	75%	14	93%	18	86%	33	80%	32	84%	67	84%	70	91%	213	94%	216	98%	695	92%
2 Yes	4	25%	1	7%	3	14%	8	20%	6	16%	18	16%	7	9%	13	6%	5	2%	63	8%
21. Has a collection survey been done?	n=	16	n=	16	n=	23	n=	41	n=	42	n=	101	n=	78	n=	227	n=	221	n=	765
1 No	11	69%	9	56%	15	65%	25	61%	20	48%	63	62%	48	62%	168	73%	182	82%	539	70%
2 Yes	5	31%	7	44%	8	35%	16	39%	22	52%	38	38%	30	38%	61	27%	39	18%	226	30%
21a. Who performed the collection survey?	n=	8	n=	7	n=	8	n=	14	n=	16	n=	33	n=	28	n=	56	n=	34	n=	202
1 NEDCC	1	17%	1	14%	4	50%	6	43%	5	31%	17	52%	9	32%	12	21%	7	21%	62	31%
2 Independent consultant	1	17%	3	43%	2	25%	4	29%	3	19%	3	9%	8	29%	10	18%	2	6%	38	18%
3 Staff	4	87%	3	43%	2	25%	4	29%	6	50%	13	39%	11	39%	33	59%	25	74%	103	51%
23. Person with preservation skills identified?	n=	15	n=	15	n=	23	n=	38	n=	40	n=	103	n=	73	n=	224	n=	221	n=	752
1 No	5	33%	5	33%	4	17%	11	29%	20	50%	45	44%	43	59%	146	65%	171	77%	450	60%
2 Yes	10	87%	10	67%	19	83%	27	71%	20	50%	58	56%	30	41%	78	35%	50	23%	302	40%
24. Person with preservation skills on staff?	n=	17	n=	15	n=	23	n=	38	n=	38	n=	101	n=	75	n=	211	n=	205	n=	723
1 No	5	29%	8	40%	10	43%	19	50%	23	61%	68	67%	57	76%	172	82%	189	92%	549	76%
2 Yes	12	71%	9	60%	13	57%	19	50%	15	39%	33	33%	18	24%	39	18%	18	8%	174	24%
24b. Has this person run workshops for the staff?	n=	13	n=	10	n=	14	n=	17	n=	13	n=	38	n=	25	n=	45	n=	25	n=	198
1 No	7	54%	5	50%	9	64%	8	47%	8	82%	24	87%	18	64%	36	80%	21	84%	134	88%
2 Yes	8	46%	5	50%	5	36%	9	53%	5	38%	12	33%	9	36%	9	20%	4	18%	64	32%
25. Attended preservation education programs?	n=	18	n=	14	n=	23	n=	40	n=	38	n=	105	n=	79	n=	225	n=	224	n=	764
1 No	2	13%	4	29%	8	26%	10	25%	14	37%	34	32%	30	38%	111	49%	152	68%	383	48%
2 Regional programs	10	63%	8	57%	10	43%	22	55%	13	34%	37	35%	30	38%	73	32%	43	19%	248	32%
3 State programs	7	44%	4	29%	6	26%	12	30%	7	18%	29	28%	15	19%	41	18%	37	17%	158	21%
4 National programs	8	38%	8	57%	9	39%	7	18%	3	8%	9	9%	2	3%	4	2%	8	4%	58	7%
5 Professional organizations	6	38%	8	57%	13	57%	19	48%	10	26%	32	30%	15	19%	34	15%	17	8%	154	20%
6 University courses	5	31%	1	7%	7	30%	10	25%	6	16%	19	18%	8	10%	20	9%	6	3%	82	11%
7 Professional conferences	11	69%	4	29%	7	30%	16	40%	8	21%	20	19%	15	19%	22	10%	14	6%	117	15%
25a. Preservation topics taught?	n=	13	n=	10	n=	16	n=	27	n=	28	n=	68	n=	47	n=	106	n=	70	n=	383
1 Environmental controls	8	46%	7	70%	13	81%	22	81%	14	54%	40	59%	21	45%	48	45%	38	54%	209	55%
2 Basic repairs	8	62%	8	60%	11	69%	21	78%	15	58%	39	57%	28	55%	54	51%	41	59%	221	58%
3 Storage	9	69%	8	80%	16	100%	20	74%	18	62%	48	68%	31	66%	69	65%	49	70%	264	69%
4 Proper shelving	6	46%	7	70%	10	63%	17	63%	14	54%	38	53%	28	60%	55	52%	46	66%	219	57%
5 Care and handling	10	77%	9	90%	12	75%	25	93%	19	73%	51	75%	38	81%	78	74%	47	87%	289	75%
6 Security	7	54%	5	50%	12	75%	20	74%	14	54%	28	38%	12	26%	27	25%	20	29%	143	37%
7 Disaster preparedness	7	54%	7	70%	14	88%	24	89%	18	82%	39	57%	18	38%	40	38%	31	44%	198	51%
8 Protective enclosures	8	62%	5	50%	6	50%	15	56%	15	58%	33	49%	23	49%	38	36%	21	30%	166	43%
9 Library binding	6	46%	4	40%	8	38%	11	41%	11	42%	19	28%	10	21%	29	27%	17	24%	113	30%
10 Care of photographs	4	31%	9	90%	9	56%	18	59%	17	65%	37	54%	19	40%	38	36%	10	14%	159	42%
11 Nature of photographs	3	23%	8	60%	9	56%	11	41%	11	42%	23	34%	9	19%	20	19%	8	9%	98	28%
12 Conservation of photographs	5	38%	5	50%	7	44%	10	37%	11	42%	25	37%	11	23%	25	24%	8	9%	105	27%
13 Preservation microfilming	8	46%	5	50%	12	75%	12	44%	10	38%	21	31%	13	28%	22	21%	19	27%	120	31%
14 Preservation management	6	46%	5	50%	7	44%	15	56%	11	42%	19	28%	10	21%	24	23%	20	29%	117	31%
15 Conservation treatment	7	54%	5	50%	6	38%	12	44%	9	35%	21	31%	9	19%	27	25%	18	26%	114	30%
16 Advanced hands-on	4	31%	2	20%	4	25%	8	22%	5	19%	8	12%	1	2%	10	9%	1	1%	41	11%
17 Deacidification	5	38%	2	20%	6	38%	13	48%	5	19%	21	31%	10	21%	32	30%	18	26%	112	29%
18 Pest control	3	23%	3	30%	5	31%	8	30%	5	19%	15	22%	7	15%	20	19%	9	13%	75	20%
26. Familiar with NEDCC?	n=	17	n=	16	n=	23	n=	40	n=	42	n=	105	n=	81	n=	235	n=	238	n=	795
1 No	3	18%	2	13%	2	9%	5	13%	9	21%	15	14%	28	35%	81	34%	128	54%	273	34%
2 Yes	14	82%	14	88%	21	91%	35	88%	33	79%	90	88%	53	85%	154	86%	108	46%	522	86%
26a. Contracted work with NEDCC?	n=	14	n=	14	n=	21	n=	35	n=	33	n=	92	n=	54	n=	158	n=	115	n=	536
1 No	8	43%	3	21%	9	43%	10	29%	17	52%	43	47%	27	50%	107	68%	98	85%	320	80%
2 Yes	8	57%	11	79%	12	57%	25	71%	18	48%	49	53%	27	50%	51	32%	17	15%	218	40%

	Over 10,000		5,000-9,999		2,500-4,999		1,000-2,499		500-999		100-499		50-99		1-49		NO SUCH COLLECTION		ALL	
	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%
26b. Services used?	n= 8		n= 9		n= 12		n= 25		n= 17		n= 52		n= 27		n= 49		n= 18		n= 215	
1 Preservation microfilming	3	38%	3	33%	2	17%	9	36%	7	41%	12	23%	8	22%	13	27%	5	31%	60	28%
2 Book conservation	5	63%	5	56%	4	33%	7	28%	8	47%	20	38%	10	37%	18	37%	4	25%	81	38%
3 Surveys	3	38%	5	56%	8	67%	14	56%	8	47%	23	44%	12	44%	17	35%	8	38%	96	45%
4 Paper conservation	3	38%	7	78%	8	50%	8	32%	9	53%	26	50%	13	48%	22	45%	8	38%	100	47%
5 Photograph conservation	3	38%	4	44%	3	25%	3	12%	8	35%	11	21%	5	19%	10	20%	4	25%	49	23%
6 Photographic copying	2	25%	0	0%	0	0%	4	16%	2	12%	5	10%	1	4%	0	0%	0	0%	14	7%
7 Workshops	3	38%	3	33%	4	33%	10	40%	5	29%	17	33%	4	15%	8	16%	4	25%	58	27%
8 Disaster assistance	3	38%	1	11%	4	33%	8	24%	1	6%	7	13%	2	7%	3	6%	1	6%	26	13%
27. Photocopy machines available to patrons?	n= 17		n= 18		n= 23		n= 41		n= 42		n= 106		n= 79		n= 234		n= 238		n= 794	
1 No	0	0%	4	25%	8	26%	4	10%	9	21%	20	19%	15	19%	38	16%	54	23%	150	19%
2 Yes	17	100%	12	75%	17	74%	37	90%	33	79%	88	81%	84	61%	198	84%	182	77%	644	81%
27a. Policy regarding use of photocopy machines?	n= 17		n= 14		n= 20		n= 36		n= 36		n= 95		n= 74		n= 203		n= 190		n= 685	
1 No restrictions	3	18%	2	14%	8	40%	10	28%	7	19%	28	29%	19	26%	92	45%	118	62%	287	42%
2 Certain items not photocopied	10	59%	5	36%	8	40%	17	47%	18	50%	34	36%	21	28%	37	18%	28	15%	176	26%
3 Certain items by patrons	4	24%	3	21%	5	25%	7	19%	10	28%	13	14%	10	14%	12	6%	10	5%	74	11%
4 Certain items by staff only	5	29%	7	50%	6	30%	14	39%	18	50%	39	41%	23	31%	49	24%	20	11%	181	26%
5 All items by staff	8	35%	5	36%	7	35%	13	36%	10	26%	23	24%	24	32%	59	29%	41	22%	186	27%
28. Is the staff trained to shelve properly?	n= 17		n= 18		n= 23		n= 38		n= 41		n= 105		n= 78		n= 230		n= 226		n= 772	
1 No	4	24%	8	38%	12	52%	16	50%	20	49%	51	49%	38	50%	131	57%	124	54%	404	52%
2 Yes	13	76%	10	63%	11	48%	16	50%	21	51%	54	51%	38	50%	99	43%	104	46%	366	48%
28a. How is staff trained to shelve materials?	n= 11		n= 9		n= 11		n= 18		n= 15		n= 51		n= 38		n= 91		n= 94		n= 334	
1 Tilt volume by headcap	2	18%	1	11%	0	0%	0	0%	0	0%	5	10%	2	6%	12	13%	18	19%	40	12%
2 Push volumes on either side	10	91%	6	67%	11	100%	13	61%	12	80%	43	84%	26	72%	84	70%	60	64%	245	73%
3 Tilt with pressure on textblock	4	36%	3	33%	3	27%	2	13%	2	13%	5	10%	9	25%	12	13%	13	14%	53	16%
4 Bookends reajusted	8	73%	5	56%	8	73%	10	63%	12	80%	31	61%	28	72%	61	67%	67	71%	226	68%
29. Shelving of oversized volumes?	n= 17		n= 18		n= 20		n= 38		n= 39		n= 100		n= 74		n= 206		n= 217		n= 725	
1 Spine up	3	18%	3	19%	3	15%	10	28%	8	15%	23	23%	14	19%	69	33%	83	38%	214	30%
2 Spine down	2	12%	2	13%	5	25%	9	25%	8	15%	18	16%	15	20%	38	17%	35	16%	126	17%
3 Upright, separate shelves	12	71%	8	50%	14	70%	16	44%	19	49%	51	51%	36	51%	111	54%	125	58%	394	54%
4 Flat on separate shelves	14	82%	12	75%	14	70%	24	67%	28	72%	64	84%	47	64%	115	56%	94	43%	412	57%
30. Paper mended how?	n= 18		n= 14		n= 22		n= 39		n= 39		n= 101		n= 80		n= 223		n= 214		n= 748	
1 None done	8	38%	5	36%	9	41%	21	54%	20	51%	46	46%	37	46%	81	36%	57	27%	282	38%
2 "Archival" tape	5	31%	5	36%	10	45%	13	33%	13	33%	37	37%	25	31%	69	31%	53	25%	230	31%
3 Scotch tape	1	6%	0	0%	5	23%	5	13%	8	15%	13	13%	28	33%	79	35%	112	52%	247	33%
4 Elmer's glue	0	0%	1	7%	2	9%	4	10%	1	3%	4	4%	18	23%	51	23%	65	30%	146	20%
5 Library paste	0	0%	1	7%	2	9%	5	13%	4	10%	14	14%	13	18%	52	23%	57	27%	148	20%
8 Japanese tissue and starch paste	8	50%	5	36%	2	9%	8	21%	7	18%	13	13%	3	4%	10	4%	4	2%	60	8%
7 Heat set tissue	1	6%	2	14%	2	9%	0	0%	2	5%	1	1%	0	0%	3	1%	1	0%	12	2%
31. Books mended how?	n= 18		n= 15		n= 22		n= 37		n= 37		n= 102		n= 72		n= 218		n= 217		n= 738	
1 Not applicable	3	19%	0	0%	3	14%	6	18%	2	5%	8	6%	4	6%	17	8%	35	16%	78	10%
2 None done	8	38%	7	47%	9	41%	15	41%	16	43%	50	49%	37	51%	73	33%	63	29%	276	36%
3 Cloth tape	2	13%	3	20%	6	27%	8	22%	7	19%	29	28%	20	26%	96	44%	83	38%	254	35%
4 "Archival" tape	1	6%	2	13%	1	5%	7	19%	10	27%	18	16%	10	14%	36	17%	22	10%	105	14%
5 Scotch tape	0	0%	0	0%	1	5%	2	5%	1	3%	7	7%	13	18%	44	20%	45	21%	113	15%
8 Bookcloth and PVA	5	31%	3	20%	5	23%	7	19%	4	11%	12	12%	4	6%	28	12%	18	8%	84	11%
7 In-house recasing	3	19%	5	33%	5	23%	4	11%	4	11%	11	11%	7	10%	9	4%	8	3%	54	7%
32. Oversized prints, etc. housed how?	n= 17		n= 18		n= 19		n= 36		n= 38		n= 69		n= 82		n= 171		n= 112		n= 558	
1 Around or in a tube	8	47%	8	50%	11	58%	13	36%	18	44%	36	40%	31	50%	90	53%	65	58%	276	50%
2 Rolled in acidic kraft	1	8%	2	13%	3	16%	0	0%	0	0%	4	4%	3	5%	3	2%	2	2%	18	3%
3 Rolled in alkaline kraft	2	12%	1	8%	3	16%	0	0%	1	3%	8	7%	2	3%	3	2%	2	2%	20	4%
4 Flat in metal map cases	14	62%	14	88%	13	88%	30	83%	28	72%	62	70%	28	42%	90	53%	59	53%	334	60%
5 Large "archival" boxes	9	53%	9	56%	10	53%	15	42%	12	33%	30	34%	18	29%	33	19%	5	4%	141	25%

	Over 10,000		5,000-9,999		2,500-4,999		1,000-2,499		500-999		100-499		50-99		1-49		NO SUCH COLLECTION		ALL	
	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%
32a. Oversized prints, etc. housed where?	n= 16		n= 15		n= 17		n= 32		n= 32		n= 73		n= 53		n= 136		n= 89		n= 463	
1 General stacks	6	38%	3	20%	4	24%	9	28%	7	22%	21	29%	21	40%	56	41%	53	60%	180	39%
2 Special collections	11	69%	8	53%	13	76%	18	56%	17	53%	40	55%	23	43%	60	44%	28	31%	218	47%
3 Closed stacks	7	44%	10	67%	9	53%	11	34%	13	41%	26	36%	16	30%	43	32%	18	20%	153	33%
33. Are microforms housed in the facility?	n= 17		n= 16		n= 23		n= 40		n= 42		n= 104		n= 81		n= 236		n= 238		n= 795	
1 No	5	29%	3	19%	4	17%	8	20%	13	31%	27	26%	36	44%	125	53%	135	57%	356	45%
2 Yes	12	71%	13	81%	19	83%	32	80%	29	69%	77	74%	45	56%	111	47%	101	43%	439	55%
33a. Types of microforms ?	n= 12		n= 13		n= 19		n= 32		n= 29		n= 76		n= 44		n= 112		n= 100		n= 437	
1 Microfilms	11	92%	11	85%	15	79%	28	88%	24	83%	71	93%	38	86%	88	79%	85	85%	371	85%
2 Preservation microfilm	4	33%	11	85%	12	63%	11	34%	9	31%	18	21%	3	7%	21	19%	9	9%	96	22%
3 Microfiche	10	83%	13	100%	13	68%	20	63%	19	66%	55	72%	26	59%	71	63%	68	68%	295	68%
4 Microcards	5	42%	3	23%	8	42%	9	28%	4	14%	7	9%	4	9%	3	3%	7	7%	50	11%
33b. Where are the master negatives stored?	n= 12		n= 12		n= 17		n= 30		n= 26		n= 70		n= 41		n= 94		n= 89		n= 391	
1 Off-site storage in a vault	6	50%	4	33%	7	41%	18	60%	12	46%	28	40%	20	49%	33	35%	18	20%	146	37%
2 General stacks	0	0%	0	0%	0	0%	0	0%	1	4%	0	0%	1	2%	3	3%	3	3%	8	2%
3 Microform reading room	0	0%	0	0%	0	0%	0	0%	0	0%	2	3%	2	5%	2	2%	5	6%	11	3%
4 Special collections	4	33%	8	67%	7	41%	5	17%	7	27%	10	14%	4	10%	9	10%	5	6%	59	15%
5 Closed stacks	1	8%	3	25%	6	35%	4	13%	2	8%	1	1%	0	0%	2	2%	3	3%	22	6%
6 Don't have any	1	8%	0	0%	5	29%	7	23%	5	19%	28	40%	11	27%	45	48%	52	58%	154	39%
7 Don't know	1	8%	2	17%	0	0%	2	7%	2	8%	6	9%	5	12%	8	9%	9	10%	35	9%
33c. Where are the use copies stored?	n= 9		n= 13		n= 18		n= 27		n= 21		n= 63		n= 30		n= 79		n= 87		n= 325	
1 General stacks	1	11%	2	15%	2	13%	8	30%	8	29%	11	17%	4	13%	21	27%	22	33%	77	24%
2 Microform reading room	6	67%	9	69%	5	31%	10	37%	9	43%	27	43%	16	53%	19	24%	28	42%	129	40%
3 Special collections	3	33%	5	38%	11	69%	12	44%	5	24%	29	46%	8	27%	28	35%	14	21%	115	35%
4 Closed stacks	5	56%	3	23%	2	13%	8	30%	4	19%	4	6%	4	13%	19	24%	10	15%	59	18%
33d. How are microfilms housed?	n= 11		n= 13		n= 18		n= 29		n= 27		n= 75		n= 38		n= 88		n= 79		n= 378	
1 Plastic reels	11	100%	13	100%	18	100%	28	97%	22	81%	68	91%	32	84%	75	85%	73	92%	340	90%
2 Metal reels	4	36%	7	54%	6	33%	4	14%	4	15%	11	15%	12	32%	14	16%	15	19%	77	20%
3 Rubber bands	4	36%	5	38%	5	28%	4	14%	8	30%	22	29%	14	37%	25	28%	30	38%	117	31%
4 Alkaline ties	8	73%	8	62%	8	44%	11	38%	10	37%	13	17%	6	16%	8	9%	9	11%	81	21%
5 Acidic boxes	5	45%	3	23%	8	44%	14	48%	13	48%	23	31%	16	42%	33	38%	23	29%	138	37%
6 Alkaline boxes	9	82%	8	62%	12	87%	18	55%	13	48%	33	44%	14	37%	24	27%	17	22%	146	39%
34. Binder a member of the Library Binding Institute?	n= 13		n= 15		n= 22		n= 33		n= 38		n= 97		n= 89		n= 211		n= 205		n= 701	
1 No	3	23%	2	13%	3	14%	2	8%	1	3%	10	10%	10	14%	16	8%	17	8%	64	9%
2 No binding done	1	8%	3	20%	3	14%	8	18%	9	25%	21	22%	19	28%	68	31%	81	40%	209	30%
3 Yes	5	38%	5	33%	12	55%	18	55%	9	25%	25	28%	15	22%	33	16%	32	16%	154	22%
4 Don't know	4	31%	5	33%	4	18%	7	21%	17	47%	41	42%	25	36%	98	45%	75	37%	274	39%
35. Adheres to LBI stds?	n= 11		n= 10		n= 17		n= 26		n= 25		n= 70		n= 40		n= 122		n= 112		n= 433	
1 No	2	18%	0	0%	1	8%	0	0%	1	4%	2	3%	3	8%	1	1%	7	8%	17	4%
2 Yes	8	55%	5	50%	11	65%	18	62%	7	28%	21	30%	11	28%	25	20%	25	22%	127	29%
3 Don't know	3	27%	5	50%	5	29%	10	38%	17	68%	47	87%	28	65%	98	79%	80	71%	289	67%
36. Binding decision-makers?	n= 9		n= 10		n= 16		n= 22		n= 21		n= 58		n= 31		n= 104		n= 94		n= 365	
1 Librarian	7	78%	8	80%	10	63%	15	68%	9	43%	37	84%	18	58%	58	54%	43	46%	203	56%
2 Binding prep. staff	5	56%	6	60%	7	44%	7	32%	1	5%	21	36%	8	26%	18	15%	15	18%	88	24%
3 Bindery and library staff	1	11%	1	10%	3	19%	8	36%	9	43%	11	19%	8	26%	21	20%	19	20%	81	22%
4 Bindery staff	1	11%	2	20%	5	31%	0	0%	7	33%	14	24%	8	19%	37	36%	33	35%	105	29%
39. Facility houses special collections?	n= 15		n= 16		n= 23		n= 40		n= 42		n= 108		n= 77		n= 234		n= 221		n= 774	
1 No	0	0%	1	6%	4	17%	2	5%	6	14%	8	8%	13	17%	39	17%	132	60%	205	28%
2 Yes	15	100%	15	94%	19	83%	38	95%	36	86%	98	92%	84	83%	195	83%	89	40%	589	74%

	Over 10,000		5,000-9,999		2,500-4,999		1,000-2,499		500-999		100-499		50-99		1-49		NO SUCH COLLECTION		ALL	
	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%
39a. Materials in special collections?	n=	15	n=	15	n=	19	n=	39	n=	36	n=	99	n=	64	n=	198	n=	64	n=	569
1 Rare books	11	73%	11	73%	12	63%	30	77%	20	56%	70	71%	35	55%	95	48%	17	20%	301	53%
2 Manuscripts	10	67%	14	93%	15	79%	30	77%	21	58%	69	70%	32	50%	87	44%	4	5%	282	50%
3 Local records	5	33%	5	33%	9	47%	16	46%	20	56%	49	49%	36	59%	120	61%	45	54%	309	54%
4 Local history	4	27%	6	53%	11	58%	29	74%	26	72%	67	68%	53	63%	176	69%	72	86%	446	78%
5 Maps	11	73%	10	67%	14	74%	26	72%	27	75%	59	60%	41	64%	127	64%	38	45%	355	62%
6 Photographs	13	87%	14	93%	17	89%	31	79%	27	75%	76	77%	43	67%	126	64%	25	30%	372	65%
7 Art works	11	73%	8	53%	12	63%	20	51%	15	42%	43	43%	20	31%	53	27%	14	17%	196	34%
8 Microforms	9	60%	12	80%	15	79%	26	67%	14	39%	41	41%	23	36%	46	24%	21	25%	209	37%
9 Audio-visual materials	7	47%	11	73%	15	79%	23	59%	13	36%	36	38%	17	27%	46	23%	20	24%	166	33%
39b. Where are these collections housed?	n=	15	n=	14	n=	16	n=	38	n=	32	n=	95	n=	59	n=	148	n=	64	n=	483
1 Special collections	11	73%	10	71%	14	78%	28	74%	22	69%	86	72%	34	58%	82	55%	36	56%	305	63%
2 Vault	9	60%	4	29%	6	33%	12	32%	13	41%	36	38%	24	41%	49	33%	19	30%	172	36%
3 Closed stacks	10	67%	10	71%	9	50%	20	53%	9	28%	27	28%	23	39%	53	36%	20	31%	181	37%
39c. Where are these rooms located?	n=	15	n=	15	n=	19	n=	38	n=	35	n=	100	n=	66	n=	198	n=	92	n=	578
1 Basement	9	60%	7	47%	11	58%	17	45%	14	40%	41	41%	21	32%	55	28%	21	23%	196	34%
2 Attic	1	7%	1	7%	1	5%	2	5%	2	6%	7	7%	3	5%	16	8%	5	5%	36	7%
3 Upper floor	8	53%	9	60%	10	53%	18	47%	19	54%	34	34%	21	32%	57	29%	28	30%	204	35%
4 Main floor	6	40%	5	33%	5	26%	16	42%	16	46%	52	52%	35	53%	121	61%	60	65%	316	55%
5 Main building	8	53%	5	33%	12	63%	16	42%	16	46%	39	39%	24	36%	60	30%	20	22%	200	35%
6 Separate facility	8	53%	5	33%	4	21%	4	11%	3	9%	8	8%	2	3%	8	4%	2	2%	44	8%
40. Staff access to special collections materials?	n=	13	n=	12	n=	10	n=	27	n=	29	n=	72	n=	58	n=	158	n=	73	n=	452
1 Open without a key	8	46%	8	50%	8	80%	11	41%	13	45%	32	44%	29	50%	92	58%	52	71%	249	55%
2 Staff Key	3	23%	4	33%	1	10%	7	26%	4	14%	13	18%	12	21%	28	18%	9	12%	81	18%
3 Senior staff only	8	46%	3	25%	4	40%	10	37%	14	48%	32	44%	19	33%	43	27%	13	18%	144	32%
41. Patron access to spec. collections materials?	n=	15	n=	14	n=	19	n=	37	n=	34	n=	93	n=	84	n=	180	n=	85	n=	541
1 Open browsing	0	0%	0	0%	1	5%	1	3%	3	9%	6	6%	8	9%	31	17%	25	29%	73	13%
2 Materials retrieved and use supervised by staff	15	100%	13	93%	16	84%	33	89%	29	85%	76	84%	50	78%	135	75%	47	55%	416	77%
3 All materials at same time	4	27%	4	29%	2	11%	6	16%	8	24%	20	22%	12	19%	43	24%	20	24%	119	22%
4 Materials one at a time	5	33%	4	29%	9	47%	16	49%	17	50%	37	40%	16	25%	29	16%	11	13%	146	27%
42. Personal materials allowed in RR?	n=	14	n=	14	n=	17	n=	32	n=	34	n=	91	n=	60	n=	170	n=	82	n=	514
1 No restrictions	3	21%	4	29%	5	29%	15	47%	17	50%	54	59%	37	62%	131	77%	74	90%	340	66%
2 Paper and pencil only	10	71%	10	71%	11	65%	11	34%	11	32%	24	26%	12	20%	20	12%	0	0%	109	21%
3 Paper, pens, coats, etc.	0	0%	0	0%	2	12%	6	19%	5	15%	14	15%	11	18%	20	12%	5	6%	63	12%
4 No materials	2	14%	0	0%	0	0%	1	3%	1	3%	4	4%	3	5%	3	2%	3	4%	17	3%
43. Where are mss./archival materials housed?	n=	15	n=	15	n=	18	n=	38	n=	33	n=	93	n=	59	n=	180	n=	36	n=	485
1 In file cabinets	8	40%	7	47%	7	44%	22	58%	24	73%	57	61%	38	64%	125	69%	27	75%	313	65%
2 Corrugated boxes	6	40%	4	27%	5	31%	14	37%	9	27%	15	16%	10	17%	39	22%	12	33%	114	24%
3 Alkaline boxes	13	87%	14	93%	11	69%	31	82%	21	64%	67	72%	28	44%	66	37%	10	28%	259	53%
4 Manila folders	6	40%	8	40%	6	36%	11	29%	11	33%	28	28%	21	36%	74	41%	11	31%	172	35%
5 Alkaline folders	11	73%	14	93%	12	75%	29	76%	20	61%	62	67%	24	41%	55	31%	6	17%	233	48%
8 Scrapbooks	6	40%	7	47%	10	63%	15	39%	14	42%	42	45%	24	41%	80	44%	8	17%	204	42%

	Over 10,000		5,000-9,999		2,500-4,999		1,000-2,499		500-999		100-499		50-99		1-49		NO SUCH COLLECTION		ALL	
	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%
44. Routine processing tasks performed?	n=	14	n=	14	n=	18	n=	36	n=	33	n=	92	n=	66	n=	185	n=	51	n=	509
1 Nothing	2	14%	1	7%	3	17%	4	11%	9	27%	19	21%	21	32%	94	51%	41	80%	194	38%
2 Remove staples	11	79%	11	79%	15	83%	30	83%	20	61%	58	63%	36	55%	65	35%	7	14%	253	50%
3 Unfold	7	50%	11	79%	14	78%	28	78%	19	58%	53	58%	26	39%	55	30%	6	12%	219	43%
4 Placed in alkaline folders	11	79%	12	86%	15	83%	29	81%	18	55%	64	70%	27	41%	62	34%	5	10%	243	48%
5 Remove photos	10	71%	13	93%	15	83%	24	67%	17	52%	50	54%	24	38%	43	23%	2	4%	198	39%
6 Remove newsprint, etc.	10	71%	12	86%	14	78%	25	69%	19	58%	52	57%	22	33%	40	22%	4	8%	198	39%
7 Humidify and flatten	2	14%	5	36%	3	17%	6	17%	9	27%	6	7%	5	8%	6	3%	1	2%	43	8%
45. Disaster plan prepared?	n=	15	n=	15	n=	22	n=	40	n=	40	n=	107	n=	77	n=	233	n=	235	n=	784
1 No	8	53%	6	40%	12	55%	20	50%	29	73%	86	80%	68	88%	218	93%	220	94%	665	85%
2 Yes	5	33%	5	33%	4	18%	13	33%	2	5%	8	7%	1	1%	12	5%	7	3%	57	7%
3 In preparation	2	13%	4	27%	8	27%	7	18%	9	23%	13	12%	8	10%	5	2%	8	3%	62	8%
45a. Disaster plan components?	n=	8	n=	8	n=	10	n=	18	n=	12	n=	25	n=	12	n=	23	n=	15	n=	131
1 Response outline	8	100%	6	75%	10	100%	15	83%	10	83%	20	80%	11	92%	15	65%	12	80%	107	82%
2 Supplies stored off-site	7	88%	4	50%	6	60%	6	33%	6	50%	5	20%	4	33%	7	30%	9	60%	54	41%
3 Emergency supplies list	8	100%	7	88%	9	90%	15	83%	10	83%	20	80%	8	67%	13	57%	13	87%	103	79%
4 Description of emergency procedures	8	100%	7	88%	10	100%	17	94%	11	92%	22	88%	10	83%	18	78%	14	93%	117	89%
5 Recovery priorities	4	50%	4	50%	7	70%	15	83%	10	83%	21	84%	9	75%	13	57%	9	60%	92	70%
6 List of staff volunteers	5	63%	5	63%	7	70%	12	67%	7	58%	13	52%	5	42%	8	35%	9	60%	71	54%
7 Community resources	7	88%	8	100%	9	90%	11	61%	8	67%	17	68%	8	87%	14	81%	8	53%	90	89%
8 Conservation experts	8	100%	7	88%	7	70%	14	78%	7	58%	18	72%	7	58%	14	61%	9	60%	91	69%
51. Preservation money allocated?	n=	17	n=	15	n=	20	n=	40	n=	40	n=	98	n=	75	n=	223	n=	227	n=	755
1 No	5	29%	4	27%	8	40%	12	30%	19	48%	35	36%	43	57%	153	69%	195	86%	474	63%
2 Yes	12	71%	11	73%	12	60%	28	70%	21	53%	63	64%	32	43%	70	31%	32	14%	281	37%

APPENDIX J

PUBLIC LIBRARIES BY SIZE OF ARCHIVAL HOLDINGS

	Over 10,000		5,000-9,999		2,500-4,999		1,000-2,499		500-999		100-499		50-99		1-49		NO SUCH COLLECTION		ALL	
	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%
3. Predominant material facility construction	n=	1	n=	0	n=	3	n=	6	n=	8	n=	24	n=	30	n=	121	n=	149	n=	344
1 Stone	0	0%	0	0%	1	33%	5	63%	1	13%	6	33%	12	40%	41	34%	31	21%	99	29%
2 Brick	0	0%	0	0%	2	67%	5	63%	7	66%	16	75%	16	60%	81	67%	78	52%	209	61%
3 Wood	0	0%	0	0%	1	33%	0	0%	2	25%	7	29%	6	27%	53	44%	76	51%	147	43%
4 Concrete	1	100%	0	0%	1	33%	4	50%	1	13%	6	25%	9	30%	28	23%	45	30%	95	28%
5 Glass	0	0%	0	0%	1	33%	2	25%	1	13%	3	13%	4	13%	28	23%	21	14%	60	17%
6 Steel	0	0%	0	0%	1	33%	3	38%	1	13%	3	13%	5	17%	12	10%	14	9%	39	11%
7 Don't know	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	3	2%	3	1%
4. Condition of roof and exterior walls	n=	1	n=	0	n=	3	n=	8	n=	8	n=	24	n=	30	n=	121	n=	147	n=	342
1 Good condition	1	100%	0	0%	1	33%	7	88%	5	63%	19	79%	20	67%	79	65%	106	72%	238	70%
2 Exterior walls are insulated	0	0%	0	0%	0	0%	1	13%	1	13%	8	33%	8	27%	34	28%	36	24%	88	26%
3 Exterior walls not insulated	0	0%	0	0%	0	0%	5	63%	5	63%	9	38%	13	43%	64	53%	70	48%	166	49%
4 Condensation occurs on walls/windows	0	0%	0	0%	0	0%	0	0%	0	0%	2	8%	3	10%	10	8%	12	8%	27	8%
5 Exterior walls leak	0	0%	0	0%	0	0%	1	13%	1	13%	3	13%	4	13%	14	12%	11	7%	34	10%
6 Roof/attic is insulated	0	0%	0	0%	0	0%	6	75%	5	63%	12	50%	11	37%	48	40%	53	36%	135	39%
7 Roof/attic is not insulated	0	0%	0	0%	0	0%	3	38%	0	0%	9	38%	11	37%	51	42%	36	24%	110	32%
8 Water accumulates on roof	0	0%	0	0%	0	0%	2	25%	0	0%	5	21%	5	17%	16	15%	16	11%	46	13%
9 Roof leaks	0	0%	0	0%	2	67%	1	13%	3	38%	3	13%	11	37%	31	26%	25	17%	76	22%
10 Don't know	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	2	2%	7	5%	9	3%
5. Which of the rooms exist in your facility?	n=	1	n=	0	n=	3	n=	8	n=	8	n=	24	n=	28	n=	122	n=	146	n=	340
1 None	0	0%	0	0%	1	33%	1	13%	0	0%	2	8%	2	7%	7	6%	29	20%	42	12%
2 Attic	0	0%	0	0%	2	67%	5	63%	3	38%	14	58%	17	61%	66	54%	59	40%	166	49%
3 Basement stacks	1	100%	0	0%	1	33%	5	63%	3	38%	16	67%	15	54%	63	52%	53	36%	157	46%
4 Storage room(s)	1	100%	0	0%	2	67%	7	88%	7	88%	18	75%	18	64%	81	66%	60	41%	194	57%
5 Non-stack basement	1	100%	0	0%	2	67%	6	75%	6	75%	10	42%	16	57%	73	60%	63	43%	177	52%
5a. What is the condition of the attic?	n=	0	n=	0	n=	2	n=	5	n=	2	n=	14	n=	15	n=	65	n=	54	n=	157
1 Clean	0	0%	0	0%	1	50%	4	80%	1	50%	8	57%	6	40%	32	49%	24	44%	76	48%
2 Cluttered	0	0%	0	0%	0	0%	1	20%	0	0%	4	29%	7	47%	19	29%	23	43%	54	34%
3 Dirty	0	0%	0	0%	1	50%	0	0%	1	50%	4	29%	5	33%	20	31%	18	33%	49	31%
4 Dry	0	0%	0	0%	1	50%	4	80%	0	0%	9	64%	10	67%	43	66%	31	57%	98	62%
5 Wet	0	0%	0	0%	1	50%	1	20%	1	50%	0	0%	0	0%	4	6%	4	7%	11	7%
6 Rodents	0	0%	0	0%	1	50%	0	0%	0	0%	3	21%	0	0%	9	14%	8	15%	21	13%
7 Insects	0	0%	0	0%	0	0%	0	0%	0	0%	2	14%	2	13%	7	11%	5	9%	16	10%
8 Mold	0	0%	0	0%	1	50%	0	0%	0	0%	0	0%	1	7%	5	8%	4	7%	11	7%
5a. What is the condition of the basement stacks?	n=	1	n=	0	n=	1	n=	5	n=	3	n=	16	n=	15	n=	63	n=	52	n=	156
1 Clean	1	100%	0	0%	0	0%	2	40%	0	0%	10	63%	8	53%	31	49%	34	65%	86	55%
2 Cluttered	0	0%	0	0%	1	100%	1	20%	2	67%	6	38%	4	27%	25	40%	16	31%	55	35%
3 Dirty	0	0%	0	0%	1	100%	1	20%	2	67%	4	25%	4	27%	11	17%	9	17%	32	21%
4 Dry	1	100%	0	0%	0	0%	4	80%	1	33%	10	63%	7	47%	32	51%	27	52%	82	53%
5 Wet	0	0%	0	0%	1	100%	1	20%	2	67%	0	0%	1	7%	11	17%	11	21%	27	17%
6 Rodents	0	0%	0	0%	0	0%	0	0%	2	67%	1	6%	1	7%	6	10%	3	6%	13	8%
7 Insects	0	0%	0	0%	1	100%	0	0%	2	67%	2	13%	0	0%	6	10%	4	8%	15	10%
8 Mold	0	0%	0	0%	1	100%	1	20%	2	67%	2	13%	2	13%	19	30%	9	17%	36	23%
5a. What is the condition of the storage rooms?	n=	1	n=	0	n=	2	n=	6	n=	7	n=	19	n=	17	n=	84	n=	62	n=	198
1 Clean	1	100%	0	0%	0	0%	3	50%	1	14%	7	37%	6	35%	36	43%	33	53%	87	44%
2 Cluttered	0	0%	0	0%	2	100%	3	50%	6	66%	12	63%	9	53%	50	60%	36	58%	116	60%
3 Dirty	0	0%	0	0%	1	50%	1	17%	2	29%	6	32%	3	18%	16	19%	11	18%	40	20%
4 Dry	1	100%	0	0%	0	0%	4	67%	3	43%	11	58%	10	59%	49	58%	36	58%	114	58%
5 Wet	0	0%	0	0%	1	50%	1	17%	1	14%	0	0%	0	0%	7	8%	6	10%	16	8%
6 Rodents	0	0%	0	0%	0	0%	0	0%	2	29%	1	5%	0	0%	6	10%	2	3%	13	7%
7 Insects	0	0%	0	0%	1	50%	0	0%	3	43%	0	0%	0	0%	5	6%	3	5%	12	6%
8 Mold	0	0%	0	0%	1	50%	0	0%	2	29%	0	0%	2	12%	11	13%	6	10%	22	11%

	Over 10,000		5,000-9,999		2,500-4,999		1,000-2,499		500-999		100-499		50-99		1-49		NO SUCH COLLECTION		ALL	
	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%
6. Type of security system?	n= 1		n= 0		n= 3		n= 8		n= 8		n= 24		n= 29		n= 119		n= 141		n= 333	
1 None	0	0%	0	0%	3	100%	0	0%	2	25%	5	21%	10	34%	51	43%	84	60%	155	47%
2 Shared system	1	100%	0	0%	1	33%	1	13%	0	0%	1	4%	1	3%	5	4%	15	11%	25	8%
3 Burglar alarms	1	100%	0	0%	0	0%	6	75%	3	36%	6	33%	9	31%	42	35%	31	22%	100	30%
4 Motion detectors	0	0%	0	0%	0	0%	6	75%	6	75%	15	63%	17	59%	56	49%	36	26%	136	41%
5 After-hours guard	0	0%	0	0%	0	0%	0	0%	0	0%	1	4%	0	0%	2	2%	2	1%	5	2%
6 Computerized system	0	0%	0	0%	0	0%	2	25%	0	0%	2	8%	2	7%	6	5%	7	5%	19	6%
7 Electronics at exit	0	0%	0	0%	0	0%	7	88%	3	36%	7	29%	11	38%	16	15%	15	11%	61	16%
7. Areas covered by HVAC?	n= 1		n= 0		n= 3		n= 6		n= 7		n= 24		n= 22		n= 105		n= 124		n= 292	
1 General books	1	100%	0	0%	2	67%	2	33%	4	57%	15	63%	20	91%	97	92%	118	95%	259	89%
2 Special collections	1	100%	0	0%	2	67%	4	67%	6	86%	17	71%	17	77%	77	73%	55	44%	179	61%
3 Administrative areas	1	100%	0	0%	2	67%	3	50%	5	71%	18	75%	19	66%	93	89%	85	69%	226	77%
4 Don't know	0	0%	0	0%	1	33%	1	17%	0	0%	1	4%	0	0%	1	1%	5	4%	9	3%
6. Components?	n= 1		n= 0		n= 3		n= 7		n= 6		n= 20		n= 27		n= 113		n= 126		n= 307	
1 Heating	1	100%	0	0%	3	100%	5	71%	6	100%	16	60%	26	96%	109	96%	125	98%	293	95%
2 Ventilation	1	100%	0	0%	1	33%	5	71%	4	50%	15	75%	16	59%	49	43%	47	37%	136	45%
3 Air-conditioning	1	100%	0	0%	1	33%	6	86%	5	63%	17	85%	17	63%	70	62%	59	46%	176	57%
4 Humidity control	1	100%	0	0%	0	0%	3	43%	2	25%	6	40%	5	19%	20	18%	14	11%	53	17%
5 Don't know	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	4	3%	4	1%
9. What areas are covered by AC?	n= 1		n= 0		n= 2		n= 5		n= 6		n= 22		n= 17		n= 69		n= 63		n= 185	
1 General books	1	100%	0	0%	2	100%	2	40%	2	33%	15	68%	16	94%	57	83%	57	90%	152	82%
2 Special collections	1	100%	0	0%	2	100%	4	80%	3	50%	16	62%	9	53%	50	72%	29	46%	116	63%
3 Administrative areas	1	100%	0	0%	2	100%	3	60%	5	63%	17	77%	15	68%	59	86%	47	75%	149	81%
4 Don't know	0	0%	0	0%	0	0%	0	0%	0	0%	1	5%	1	8%	0	0%	1	2%	3	2%
9a. Where is the chiller located?	n= 1		n= 0		n= 2		n= 6		n= 5		n= 22		n= 16		n= 71		n= 62		n= 187	
1 Roof	1	100%	0	0%	0	0%	4	67%	2	40%	7	32%	5	28%	20	28%	13	21%	52	28%
2 Outside on the grounds	0	0%	0	0%	1	50%	1	17%	1	20%	6	36%	9	50%	26	37%	20	32%	66	35%
3 Mechanical room	0	0%	0	0%	0	0%	3	50%	0	0%	4	18%	5	28%	10	14%	12	19%	34	18%
4 Windows	0	0%	0	0%	1	50%	3	50%	2	40%	6	36%	2	11%	27	38%	28	45%	71	36%
10. Constant control possible?	n= 1		n= 0		n= 1		n= 6		n= 7		n= 23		n= 25		n= 113		n= 125		n= 303	
1 No	0	0%	0	0%	1	100%	3	38%	4	57%	12	52%	16	64%	74	85%	93	74%	203	67%
2 Yes	1	100%	0	0%	0	0%	5	63%	3	43%	11	48%	9	36%	39	35%	32	26%	100	33%
11. Constant setting?	n= 1		n= 0		n= 1		n= 6		n= 5		n= 17		n= 17		n= 76		n= 64		n= 187	
1 No	0	0%	0	0%	0	0%	2	33%	3	60%	12	71%	13	78%	63	83%	49	77%	142	76%
2 Don't know	0	0%	0	0%	1	100%	1	17%	0	0%	1	6%	0	0%	4	5%	3	5%	10	5%
3 Yes	1	100%	0	0%	0	0%	3	50%	2	40%	4	24%	4	24%	9	12%	12	19%	35	19%
11a. Setting of Air-conditioning?	n= 1		n= 0		n= 1		n= 5		n= 3		n= 15		n= 10		n= 37		n= 34		n= 106	
60-63	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	1	10%	0	0%	0	0%	1	1%
64-67	0	0%	0	0%	0	0%	1	20%	0	0%	1	7%	2	20%	2	5%	5	15%	11	10%
68-71	1	100%	0	0%	1	100%	2	40%	2	67%	5	33%	5	50%	16	43%	8	24%	40	36%
72-75	0	0%	0	0%	0	0%	1	20%	1	33%	6	53%	2	20%	9	24%	10	29%	31	29%
76-79	0	0%	0	0%	0	0%	0	0%	0	0%	1	7%	0	0%	3	8%	2	6%	6	6%
Don't know	0	0%	0	0%	0	0%	1	20%	0	0%	0	0%	0	0%	7	19%	9	26%	17	16%

	Over 10,000		5,000-9,999		2,500-4,999		1,000-2,499		500-999		100-499		50-99		1-49		NO SUCH COLLECTION		ALL	
	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%
11b. AC turned down or shut off?	n= 1		n= 0		n= 2		n= 5		n= 3		n= 16		n= 11		n= 42		n= 40		n= 120	
1 No	0	0%	0	0%	1	50%	2	40%	1	33%	3	19%	0	0%	5	12%	5	13%	17	14%
2 Don't know	0	0%	0	0%	0	0%	0	0%	0	0%	1	6%	0	0%	2	5%	2	5%	5	4%
3 Yes	1	100%	0	0%	1	50%	3	60%	2	67%	12	75%	11	100%	35	63%	33	83%	96	82%
11b. Heat turned down or shut off?	n= 1		n= 0		n= 3		n= 4		n= 4		n= 17		n= 17		n= 59		n= 62		n= 167	
1 No	0	0%	0	0%	1	33%	3	75%	1	25%	4	24%	1	6%	7	12%	14	23%	31	19%
2 Don't know	0	0%	0	0%	1	33%	0	0%	0	0%	1	6%	0	0%	3	5%	4	6%	9	5%
3 Yes	1	100%	0	0%	1	33%	1	25%	3	75%	12	71%	16	94%	49	83%	44	71%	127	76%
11b. Ventilation turned down or shut off?	n= 1		n= 0		n= 1		n= 4		n= 2		n= 11		n= 9		n= 26		n= 25		n= 79	
1 No	0	0%	0	0%	1	100%	3	75%	2	100%	4	38%	1	11%	8	31%	7	28%	26	33%
2 Don't know	0	0%	0	0%	0	0%	0	0%	0	0%	2	18%	0	0%	2	8%	6	24%	10	13%
3 Yes	1	100%	0	0%	0	0%	1	25%	0	0%	5	45%	8	89%	18	62%	12	48%	43	54%
11c. Humidity control devices used?	n= 1		n= 0		n= 1		n= 5		n= 4		n= 15		n= 14		n= 48		n= 39		n= 127	
1 Portable humidifiers	1	100%	0	0%	0	0%	0	0%	0	0%	1	7%	2	14%	5	10%	4	10%	13	10%
2 Portable dehumidifiers	0	0%	0	0%	0	0%	4	80%	1	25%	7	47%	5	36%	27	56%	20	51%	64	50%
3 System humidification	1	100%	0	0%	0	0%	3	60%	1	25%	4	27%	2	14%	10	21%	4	10%	25	20%
4 System dehumidification	0	0%	0	0%	0	0%	2	40%	1	25%	6	40%	3	21%	11	23%	4	10%	27	21%
12. Separate HVAC for special collections?	n= 1		n= 0		n= 3		n= 7		n= 6		n= 22		n= 29		n= 115		n= 121		n= 306	
1 No	0	0%	0	0%	3	100%	4	57%	7	88%	15	68%	27	93%	104	90%	117	97%	277	91%
2 Yes	1	100%	0	0%	0	0%	3	43%	1	13%	7	32%	2	7%	11	10%	4	3%	29	9%
12a. Constant control?	n= 1		n= 0		n= 0		n= 5		n= 2		n= 12		n= 9		n= 19		n= 20		n= 68	
1 No	0	0%	0	0%	0	0%	2	40%	1	50%	6	50%	5	56%	9	47%	15	75%	38	58%
2 Yes	1	100%	0	0%	0	0%	3	60%	1	50%	6	50%	4	44%	10	53%	5	25%	30	44%
12b. Constant setting?	n= 1		n= 0		n= 0		n= 5		n= 1		n= 10		n= 9		n= 18		n= 15		n= 59	
1 No	1	100%	0	0%	0	0%	2	40%	0	0%	3	30%	5	56%	11	61%	10	67%	32	54%
2 Don't know	0	0%	0	0%	0	0%	0	0%	0	0%	1	10%	0	0%	0	0%	4	27%	5	8%
3 Yes	0	0%	0	0%	0	0%	3	60%	1	100%	6	60%	4	44%	7	39%	1	7%	22	37%
12c. Setting of Air-conditioning?	n= 1		n= 0		n= 0		n= 3		n= 1		n= 8		n= 5		n= 11		n= 8		n= 37	
60-63	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	3	27%	1	13%	4	11%
64-67	0	0%	0	0%	0	0%	1	33%	0	0%	1	13%	3	60%	1	9%	1	13%	7	19%
68-71	1	100%	0	0%	0	0%	1	33%	1	100%	1	13%	1	20%	2	18%	2	25%	9	24%
72-75	0	0%	0	0%	0	0%	0	0%	0	0%	3	38%	0	0%	0	0%	1	13%	4	11%
76-79	0	0%	0	0%	0	0%	0	0%	0	0%	1	13%	0	0%	2	18%	0	0%	3	8%
Don't know	0	0%	0	0%	0	0%	1	33%	0	0%	2	25%	1	20%	3	27%	3	38%	10	27%
12c. Setting of heating?	n= 1		n= 0		n= 0		n= 2		n= 1		n= 6		n= 6		n= 12		n= 10		n= 40	
60-63	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	1	17%	0	0%	0	0%	1	3%
64-67	0	0%	0	0%	0	0%	0	0%	0	0%	4	50%	2	33%	1	8%	3	30%	10	25%
68-71	1	100%	0	0%	0	0%	1	50%	1	100%	3	38%	2	33%	9	75%	4	40%	21	53%
72-75	0	0%	0	0%	0	0%	1	50%	0	0%	0	0%	0	0%	0	0%	1	10%	2	5%
76-79	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
Don't know	0	0%	0	0%	0	0%	0	0%	0	0%	1	13%	1	17%	2	17%	2	20%	6	15%
12d. AC turned down or shut off?	n= 1		n= 0		n= 0		n= 4		n= 1		n= 9		n= 5		n= 12		n= 9		n= 41	
1 No	1	100%	0	0%	0	0%	3	75%	1	100%	6	67%	3	60%	4	33%	1	11%	19	46%
2 Don't know	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	1	8%	0	0%	1	2%
3 Yes	0	0%	0	0%	0	0%	1	25%	0	0%	3	33%	2	40%	7	58%	8	89%	21	51%

	Over 10,000		5,000-9,999		2,500-4,999		1,000-2,499		500-999		100-499		50-99		1-49		NO SUCH COLLECTION		ALL	
	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%
12d. Ventilation turned down or shut off?	n=	1	n=	0	n=	0	n=	2	n=	1	n=	8	n=	2	n=	9	n=	8	n=	29
1 No	1	100%	0	0%	0	0%	2	100%	1	100%	3	50%	2	100%	4	44%	2	25%	15	52%
2 Don't know	0	0%	0	0%	0	0%	0	0%	0	0%	1	17%	0	0%	2	22%	1	13%	4	14%
3 Yes	0	0%	0	0%	0	0%	0	0%	0	0%	2	33%	0	0%	3	33%	5	63%	10	34%
12e. Humidity control devices used?	n=	1	n=	0	n=	0	n=	3	n=	1	n=	10	n=	6	n=	15	n=	12	n=	48
1 Portable humidifiers	1	100%	0	0%	0	0%	0	0%	0	0%	0	0%	3	50%	4	27%	3	25%	11	23%
2 Portable dehumidifiers	0	0%	0	0%	0	0%	3	100%	0	0%	4	40%	1	17%	6	40%	7	58%	21	44%
3 System humidification	1	100%	0	0%	0	0%	2	67%	1	100%	3	30%	1	17%	3	20%	1	8%	12	25%
4 System dehumidification	0	0%	0	0%	0	0%	2	67%	1	100%	3	30%	2	33%	5	33%	1	8%	14	29%
13. Environmental monitoring devices?	n=	1	n=	0	n=	3	n=	8	n=	8	n=	21	n=	27	n=	121	n=	146	n=	335
1 None	0	0%	0	0%	0	0%	1	13%	1	13%	2	10%	1	4%	7	6%	25	17%	37	11%
2 Thermostat	0	0%	0	0%	3	100%	7	88%	7	88%	15	71%	23	85%	103	85%	112	77%	270	81%
3 Thermometer	0	0%	0	0%	0	0%	4	50%	2	25%	10	48%	18	59%	47	39%	42	29%	121	36%
4 Hygrometer	0	0%	0	0%	0	0%	3	38%	0	0%	1	5%	2	7%	10	8%	8	4%	22	7%
5 Thermohygrometer	0	0%	0	0%	0	0%	0	0%	0	0%	2	10%	1	4%	2	2%	2	1%	7	2%
6 Hygrothermograph	1	100%	0	0%	0	0%	1	13%	1	13%	1	5%	0	0%	0	0%	0	0%	4	1%
7 Sling psychrometer	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	1	1%	0	0%	1	0%
8 Battery-operated psychrometer	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
14. Reduction of entering light?	n=	1	n=	0	n=	3	n=	8	n=	7	n=	17	n=	27	n=	118	n=	137	n=	318
1 No windows	1	100%	0	0%	0	0%	1	13%	1	14%	2	12%	0	0%	1	1%	2	1%	8	3%
2 Nothing done	0	0%	0	0%	1	33%	1	13%	1	14%	2	12%	10	37%	42	36%	55	40%	112	35%
3 Light-filtering film	0	0%	0	0%	0	0%	2	25%	1	14%	1	6%	1	4%	5	4%	5	4%	15	5%
4 Light-filtering glass	0	0%	0	0%	0	0%	1	13%	2	29%	1	6%	2	7%	7	6%	3	2%	18	5%
5 Shades	0	0%	0	0%	2	67%	3	38%	3	43%	12	71%	12	44%	63	53%	62	45%	157	49%
6 Curtains	0	0%	0	0%	0	0%	3	38%	2	29%	7	41%	10	37%	35	30%	37	27%	94	30%
7 Roof overhangs	0	0%	0	0%	0	0%	1	13%	2	29%	1	6%	11	41%	8	7%	7	5%	30	9%
8 Awnings	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	1	4%	3	3%	0	0%	4	1%
15. Reduction of UV radiation inside?	n=	1	n=	0	n=	3	n=	7	n=	8	n=	19	n=	27	n=	120	n=	137	n=	322
1 None	0	0%	0	0%	2	67%	4	57%	5	63%	13	68%	22	81%	88	73%	121	88%	255	79%
2 UV-filtering sleeves	0	0%	0	0%	0	0%	1	14%	1	13%	1	5%	2	7%	13	11%	5	4%	23	7%
3 Low UV fluorescent tubes	1	100%	0	0%	1	33%	1	14%	1	13%	1	5%	2	7%	12	10%	7	5%	26	8%
4 UF-3 or UF-4 plexiglass	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	1	4%	1	1%	0	0%	2	1%
5 UV-filtering film	0	0%	0	0%	0	0%	1	14%	0	0%	0	0%	0	0%	3	3%	0	0%	4	1%
8 Lights turned on and off	0	0%	0	0%	0	0%	0	0%	3	38%	5	26%	3	11%	19	16%	9	7%	39	12%
18. Fire detection/suppression systems installed?	n=	1	n=	0	n=	3	n=	8	n=	8	n=	23	n=	30	n=	122	n=	148	n=	343
1 No	0	0%	0	0%	1	33%	1	13%	0	0%	3	13%	3	10%	11	9%	29	20%	48	14%
2 Don't know	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	1	3%	0	0%	1	1%	2	1%
3 Yes	1	100%	0	0%	2	67%	7	88%	8	100%	20	87%	28	87%	111	91%	118	80%	293	85%
16a. Type of system?	n=	1	n=	0	n=	2	n=	8	n=	8	n=	20	n=	28	n=	112	n=	117	n=	296
1 Fire extinguishers	1	100%	0	0%	2	100%	7	88%	8	100%	19	95%	28	100%	103	92%	110	94%	278	94%
2 Wet pipe sprinklers	0	0%	0	0%	0	0%	1	13%	1	13%	2	10%	3	11%	18	14%	12	10%	35	12%
3 Dry pipe sprinklers	0	0%	0	0%	0	0%	0	0%	0	0%	1	5%	1	4%	2	2%	3	3%	7	2%
4 Halon	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	1	4%	2	2%	2	2%	5	2%
5 Smoke detectors	1	100%	0	0%	0	0%	6	75%	8	75%	18	80%	18	64%	82	73%	71	61%	200	68%
8 Heat detectors	1	100%	0	0%	0	0%	5	63%	3	38%	12	60%	18	57%	59	53%	38	32%	134	45%
7 Ionization detectors	0	0%	0	0%	0	0%	1	13%	1	13%	0	0%	2	7%	7	6%	4	3%	15	5%

	Over 10,000		5,000-9,999		2,500-4,999		1,000-2,499		500-999		100-499		50-99		1-49		NO SUCH COLLECTION		ALL	
	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%
16b. Where are these systems installed (Stor. areas)?	n= 0		n= 0		n= 0		n= 2		n= 1		n= 3		n= 4		n= 17		n= 17		n= 44	
1 Fire extinguishers	0	0%	0	0%	0	0%	1	50%	0	0%	3	100%	3	75%	7	41%	11	65%	25	57%
2 Wet pipe sprinklers	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	1	6%	2	12%	3	7%
3 Dry pipe sprinklers	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
4 Halon	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	1	6%	0	0%	1	2%
5 Smoke detectors	0	0%	0	0%	0	0%	1	50%	1	100%	1	33%	0	0%	10	59%	8	35%	19	43%
6 Heat detectors	0	0%	0	0%	0	0%	0	0%	1	100%	0	0%	1	25%	8	47%	2	12%	12	27%
7 Ionization detectors	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	1	6%	0	0%	1	2%
16b. Where are these systems installed (Vault)?	n= 0		n= 0		n= 0		n= 2		n= 0		n= 1		n= 0		n= 1		n= 1		n= 5	
1 Fire extinguishers	0	0%	0	0%	0	0%	1	50%	0	0%	1	100%	0	0%	0	0%	0	0%	2	40%
2 Wet pipe sprinklers	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	1	100%	1	20%
3 Dry pipe sprinklers	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
4 Halon	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	1	100%	0	0%	1	20%
5 Smoke detectors	0	0%	0	0%	0	0%	1	50%	0	0%	1	100%	0	0%	0	0%	0	0%	2	40%
6 Heat detectors	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
7 Ionization detectors	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
16b. Where are these systems installed (Spec. collec.)?	n= 0		n= 0		n= 0		n= 2		n= 1		n= 2		n= 4		n= 8		n= 3		n= 18	
1 Fire extinguishers	0	0%	0	0%	0	0%	2	100%	1	100%	2	100%	2	50%	4	67%	1	33%	12	87%
2 Wet pipe sprinklers	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	1	25%	1	17%	2	67%	4	22%
3 Dry pipe sprinklers	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
4 Halon	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	1	25%	1	17%	1	33%	3	17%
5 Smoke detectors	0	0%	0	0%	0	0%	0	0%	1	100%	1	50%	0	0%	4	67%	0	0%	6	33%
6 Heat detectors	0	0%	0	0%	0	0%	0	0%	1	100%	1	50%	0	0%	3	50%	0	0%	5	28%
7 Ionization detectors	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
16c. Inspected regularly?	n= 1		n= 0		n= 2		n= 8		n= 8		n= 20		n= 27		n= 110		n= 119		n= 295	
1 No	0	0%	0	0%	0	0%	0	0%	2	25%	1	5%	1	4%	11	10%	14	12%	29	10%
2 Annually	0	0%	0	0%	0	0%	7	88%	6	75%	12	60%	19	70%	64	58%	70	59%	178	60%
3 Twice a Year	0	0%	0	0%	1	50%	1	13%	0	0%	3	15%	4	15%	23	21%	13	11%	45	15%
4 More than twice a year	1	100%	0	0%	0	0%	0	0%	0	0%	4	20%	1	4%	5	5%	6	5%	17	6%
5 Don't know	0	0%	0	0%	1	50%	0	0%	0	0%	0	0%	2	7%	7	6%	15	13%	25	8%
16d. How are they inspected?	n= 1		n= 0		n= 2		n= 7		n= 8		n= 19		n= 25		n= 95		n= 98		n= 253	
1 With a match	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	1	1%	1	1%	2	1%
2 Professionally-trained personnel	1	100%	0	0%	0	0%	4	57%	5	83%	15	79%	18	72%	74	78%	65	66%	182	72%
3 Fire marshall	0	0%	0	0%	1	50%	2	29%	2	33%	8	42%	9	36%	22	23%	25	26%	89	27%
4 Don't know	0	0%	0	0%	1	50%	1	14%	0	0%	0	0%	1	4%	7	7%	14	14%	24	9%
17. Connected to fire department?	n= 1		n= 0		n= 2		n= 8		n= 7		n= 20		n= 26		n= 107		n= 113		n= 284	
1 No	0	0%	0	0%	1	50%	2	25%	2	29%	3	15%	7	27%	34	32%	53	47%	102	36%
2 Yes	1	100%	0	0%	1	50%	6	75%	5	71%	17	85%	19	73%	73	68%	60	53%	182	84%
18. Are water alarms present?	n= 1		n= 0		n= 3		n= 8		n= 8		n= 21		n= 28		n= 117		n= 138		n= 324	
1 No	1	100%	0	0%	3	100%	7	88%	8	100%	21	100%	28	100%	113	97%	135	98%	318	98%
2 Throughout the facility	0	0%	0	0%	0	0%	1	13%	0	0%	0	0%	0	0%	2	2%	2	1%	5	2%
3 Selected areas only	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	2	2%	1	1%	3	1%
19. Has a building survey been done?	n= 1		n= 0		n= 3		n= 8		n= 8		n= 22		n= 27		n= 117		n= 141		n= 327	
1 No	0	0%	0	0%	2	67%	5	63%	5	83%	15	68%	15	56%	81	69%	105	74%	228	70%
2 Yes	1	100%	0	0%	1	33%	3	38%	3	38%	7	32%	12	44%	36	31%	36	26%	99	30%

	Over 10,000		5,000-9,999		2,500-4,999		1,000-2,499		500-999		100-499		50-99		1-49		NO SUCH COLLECTION		ALL	
	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%
20. Is there a preservation plan?	n= 1		n= 0		n= 3		n= 8		n= 8		n= 23		n= 30		n= 117		n= 140		n= 330	
1 No	0	0%	0	0%	3	100%	8	100%	6	75%	22	96%	30	100%	115	98%	137	98%	321	97%
2 Yes	1	100%	0	0%	0	0%	0	0%	2	25%	1	4%	0	0%	2	2%	3	2%	9	3%
21. Has a collection survey been done?	n= 1		n= 0		n= 3		n= 8		n= 8		n= 22		n= 28		n= 118		n= 139		n= 327	
1 No	1	100%	0	0%	3	100%	3	38%	5	63%	18	82%	21	75%	92	78%	117	84%	260	80%
2 Yes	0	0%	0	0%	0	0%	5	63%	3	38%	4	18%	7	25%	28	22%	22	16%	67	20%
21a. Who performed the collection survey?	n= 1		n= 0		n= 0		n= 3		n= 3		n= 5		n= 8		n= 27		n= 20		n= 65	
1 NEDCC	0	0%	0	0%	0	0%	2	67%	2	67%	4	80%	2	33%	8	30%	5	25%	23	35%
2 Independent consultant	0	0%	0	0%	0	0%	1	33%	0	0%	0	0%	1	17%	1	4%	1	5%	4	6%
3 Staff	1	100%	0	0%	0	0%	0	0%	1	33%	1	20%	3	50%	18	67%	14	70%	38	58%
23. Person with preservation skills identified?	n= 1		n= 0		n= 3		n= 5		n= 8		n= 23		n= 27		n= 118		n= 141		n= 324	
1 No	0	0%	0	0%	0	0%	0	0%	6	75%	9	39%	16	59%	79	68%	118	82%	228	70%
2 Yes	1	100%	0	0%	3	100%	5	100%	2	25%	14	61%	11	41%	37	32%	25	18%	98	30%
24. Person with preservation skills on staff?	n= 1		n= 0		n= 3		n= 7		n= 7		n= 24		n= 26		n= 111		n= 133		n= 312	
1 No	0	0%	0	0%	2	67%	3	43%	5	71%	17	71%	18	69%	95	86%	127	95%	267	86%
2 Yes	1	100%	0	0%	1	33%	4	57%	2	29%	7	29%	8	31%	18	14%	8	5%	45	14%
24b. Has this person run workshops for the staff?	n= 1		n= 0		n= 1		n= 3		n= 2		n= 6		n= 10		n= 17		n= 16		n= 56	
1 No	0	0%	0	0%	1	100%	2	67%	1	50%	8	100%	5	50%	13	76%	8	50%	38	84%
2 Yes	1	100%	0	0%	0	0%	1	33%	1	50%	0	0%	5	50%	4	24%	8	50%	20	36%
25. Attended preservation education programs?	n= 1		n= 0		n= 3		n= 7		n= 8		n= 24		n= 29		n= 117		n= 142		n= 331	
1 No	0	0%	0	0%	2	67%	1	14%	3	38%	8	33%	13	45%	63	54%	107	75%	197	60%
2 Regional programs	1	100%	0	0%	0	0%	4	57%	2	25%	11	46%	13	45%	38	32%	25	18%	94	28%
3 State programs	1	100%	0	0%	0	0%	4	57%	2	25%	7	29%	3	10%	12	10%	13	9%	42	13%
4 National programs	1	100%	0	0%	0	0%	2	29%	0	0%	2	8%	1	3%	2	2%	2	1%	10	3%
5 Professional organizations	1	100%	0	0%	0	0%	3	43%	2	25%	5	21%	6	21%	15	13%	9	6%	41	12%
6 University courses	1	100%	0	0%	1	33%	0	0%	1	13%	6	25%	5	17%	13	11%	4	3%	31	9%
7 Professional conferences	1	100%	0	0%	0	0%	3	43%	0	0%	4	17%	3	10%	12	10%	7	5%	30	9%
25a. Preservation topics taught?	n= 1		n= 0		n= 0		n= 5		n= 5		n= 13		n= 15		n= 50		n= 35		n= 124	
1 Environmental controls	1	100%	0	0%	0	0%	3	60%	3	60%	8	62%	7	47%	25	50%	19	54%	68	53%
2 Basic repairs	1	100%	0	0%	0	0%	3	60%	4	80%	9	69%	13	87%	37	74%	26	74%	93	75%
3 Storage	1	100%	0	0%	0	0%	4	80%	3	60%	8	82%	9	60%	33	66%	23	66%	81	65%
4 Proper shelving	1	100%	0	0%	0	0%	3	60%	4	80%	7	54%	11	73%	32	84%	23	66%	81	65%
5 Care and handling	1	100%	0	0%	0	0%	4	80%	4	80%	10	77%	13	87%	39	78%	26	74%	97	78%
8 Security	1	100%	0	0%	0	0%	3	60%	3	60%	5	38%	2	13%	13	26%	9	26%	38	29%
7 Disaster preparedness	1	100%	0	0%	0	0%	4	80%	2	40%	8	46%	5	33%	19	38%	12	34%	49	40%
8 Protective enclosures	1	100%	0	0%	0	0%	2	40%	3	60%	3	23%	8	40%	19	38%	9	26%	43	35%
9 Library binding	1	100%	0	0%	0	0%	1	20%	2	40%	4	31%	5	33%	17	34%	9	26%	39	31%
10 Care of photographs	1	100%	0	0%	0	0%	2	40%	3	60%	4	31%	5	33%	15	30%	5	14%	35	28%
11 Nature of photographs	1	100%	0	0%	0	0%	1	20%	1	20%	3	23%	3	20%	10	20%	4	11%	23	19%
12 Conservation of photographs	1	100%	0	0%	0	0%	1	20%	2	40%	3	23%	3	20%	11	22%	3	9%	24	19%
13 Preservation microfilming	1	100%	0	0%	0	0%	2	40%	2	40%	3	23%	3	20%	10	20%	3	9%	24	19%
14 Preservation management	1	100%	0	0%	0	0%	2	40%	3	60%	4	31%	1	7%	10	20%	4	11%	25	20%
15 Conservation treatment	1	100%	0	0%	0	0%	1	20%	2	40%	2	15%	2	13%	13	26%	6	17%	27	22%
18 Advanced hands-on	1	100%	0	0%	0	0%	0	0%	0	0%	2	15%	1	7%	4	8%	0	0%	8	6%
17 Deacidification	1	100%	0	0%	0	0%	3	60%	0	0%	5	38%	4	27%	15	30%	8	23%	38	29%
18 Pest control	1	100%	0	0%	0	0%	1	20%	1	20%	5	38%	2	13%	14	28%	0	0%	24	19%
26. Familiar with NEDCC?	n= 1		n= 0		n= 3		n= 7		n= 8		n= 24		n= 30		n= 122		n= 147		n= 342	
1 No	0	0%	0	0%	0	0%	1	14%	1	13%	0	0%	9	30%	34	28%	78	53%	123	36%
2 Yes	1	100%	0	0%	3	100%	8	86%	7	88%	24	100%	21	70%	88	72%	69	47%	219	64%

	Over 10,000		5,000-9,999		2,500-4,999		1,000-2,499		500-999		100-499		50-99		1-49		NO SUCH COLLECTION		ALL	
	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%
26b. Services used?	n= 1		n= 0		n= 0		n= 5		n= 4		n= 14		n= 11		n= 27		n= 13		n= 75	
1 Preservation microfilming	1	100%	0	0%	0	0%	2	40%	4	100%	1	7%	4	36%	11	41%	4	31%	27	36%
2 Book conservation	1	100%	0	0%	0	0%	1	20%	2	50%	5	36%	5	45%	8	30%	4	31%	26	35%
3 Surveys	1	100%	0	0%	0	0%	3	60%	2	50%	6	43%	7	64%	9	33%	5	38%	33	44%
4 Paper conservation	1	100%	0	0%	0	0%	5	100%	3	75%	9	64%	5	45%	11	41%	4	31%	38	51%
5 Photograph conservation	1	100%	0	0%	0	0%	2	40%	0	0%	1	7%	2	18%	5	19%	3	23%	14	19%
6 Photographic copying	1	100%	0	0%	0	0%	1	20%	0	0%	0	0%	1	9%	0	0%	0	0%	3	4%
7 Workshops	1	100%	0	0%	0	0%	2	40%	1	25%	3	21%	0	0%	3	11%	4	31%	14	19%
8 Disaster assistance	0	0%	0	0%	0	0%	2	40%	0	0%	3	21%	2	18%	2	7%	0	0%	9	12%
27. Photocopy machines available to patrons?	n= 1		n= 0		n= 3		n= 8		n= 8		n= 24		n= 29		n= 122		n= 148		n= 343	
1 No	0	0%	0	0%	2	67%	0	0%	0	0%	0	0%	1	3%	10	8%	36	24%	49	14%
2 Yes	1	100%	0	0%	1	33%	8	100%	8	100%	24	100%	28	97%	112	92%	112	76%	294	88%
27a. Policy regarding use of photocopy machines?	n= 1		n= 0		n= 2		n= 8		n= 7		n= 24		n= 30		n= 112		n= 114		n= 298	
1 No restrictions	0	0%	0	0%	2	100%	4	50%	3	43%	12	50%	14	47%	68	59%	84	74%	185	62%
2 Certain items not photocopied	1	100%	0	0%	0	0%	3	38%	3	43%	5	21%	11	37%	17	15%	12	11%	52	17%
3 Certain items by patrons	0	0%	0	0%	0	0%	1	13%	1	14%	3	13%	6	20%	7	6%	7	6%	25	8%
4 Certain items by staff only	0	0%	0	0%	0	0%	4	50%	2	29%	11	46%	7	23%	23	21%	8	7%	55	18%
5 All items by staff	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	3	10%	18	14%	17	15%	38	12%
28. Is the staff trained to shelve properly?	n= 1		n= 0		n= 3		n= 7		n= 8		n= 24		n= 28		n= 119		n= 145		n= 335	
1 No	0	0%	0	0%	2	87%	3	43%	6	75%	10	42%	11	39%	46	39%	68	47%	146	44%
2 Yes	1	100%	0	0%	1	33%	4	57%	2	25%	14	58%	17	61%	73	61%	77	53%	189	56%
28a. How is staff trained to shelve materials?	n= 0		n= 0		n= 2		n= 3		n= 2		n= 12		n= 16		n= 70		n= 71		n= 176	
1 Tilt volume by headcap	0	0%	0	0%	0	0%	0	0%	0	0%	1	8%	1	6%	9	13%	15	21%	26	15%
2 Push volumes on either side	0	0%	0	0%	2	100%	2	67%	2	100%	9	75%	11	89%	47	67%	43	81%	116	86%
3 Tilt with pressure on textblock	0	0%	0	0%	0	0%	0	0%	0	0%	1	8%	2	13%	11	16%	9	13%	23	13%
4 Bookends reajusted	0	0%	0	0%	1	50%	1	33%	2	100%	9	75%	14	88%	53	76%	52	73%	132	75%
29. Shelving of oversized volumes?	n= 1		n= 0		n= 3		n= 7		n= 8		n= 23		n= 30		n= 118		n= 140		n= 328	
1 Spine up	0	0%	0	0%	1	33%	4	57%	2	25%	8	35%	8	27%	47	41%	57	41%	127	39%
2 Spine down	0	0%	0	0%	0	0%	3	43%	0	0%	8	26%	7	23%	19	16%	26	19%	61	19%
3 Upright, separate shelves	0	0%	0	0%	1	33%	4	57%	4	50%	14	81%	19	63%	69	59%	87	62%	198	60%
4 Flat on separate shelves	1	100%	0	0%	1	33%	2	29%	4	50%	8	35%	16	53%	81	53%	54	39%	147	45%
30. Paper mended how?	n= 1		n= 0		n= 3		n= 8		n= 8		n= 31		n= 29		n= 113		n= 138		n= 331	
1 None done	1	100%	0	0%	0	0%	3	38%	3	38%	2	6%	4	14%	13	12%	15	11%	41	12%
2 "Archival" tape	0	0%	0	0%	1	33%	4	50%	3	38%	15	48%	16	55%	49	43%	36	26%	124	37%
3 Scotch tape	0	0%	0	0%	3	100%	2	25%	0	0%	4	13%	15	52%	57	50%	87	63%	168	51%
4 Elmer's glue	0	0%	0	0%	0	0%	4	50%	1	13%	7	23%	14	48%	43	38%	60	43%	129	39%
5 Library paste	0	0%	0	0%	1	33%	3	38%	2	25%	7	23%	10	34%	44	39%	46	33%	113	34%
8 Japanese tissue and starch paste	0	0%	0	0%	0	0%	1	13%	1	13%	1	3%	3	10%	4	4%	2	1%	12	4%
7 Heat set tissue	0	0%	0	0%	0	0%	0	0%	1	13%	0	0%	0	0%	1	1%	1	1%	3	1%
31. Books mended how?	n= 1		n= 0		n= 2		n= 7		n= 8		n= 24		n= 28		n= 117		n= 136		n= 323	
1 Not applicable	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	2	7%	7	6%	17	13%	26	8%
2 None done	0	0%	0	0%	0	0%	1	14%	2	25%	3	13%	2	7%	9	8%	26	19%	43	13%
3 Cloth tape	0	0%	0	0%	2	100%	4	57%	3	38%	16	87%	15	54%	74	63%	70	51%	184	57%
4 "Archival" tape	0	0%	0	0%	0	0%	1	14%	3	38%	10	42%	7	25%	27	23%	17	13%	65	20%
5 Scotch tape	0	0%	0	0%	0	0%	1	14%	0	0%	3	13%	10	36%	34	29%	39	29%	87	27%
8 Bookcloth and PVA	1	100%	0	0%	0	0%	1	14%	1	13%	6	25%	3	11%	23	20%	12	9%	47	15%
7 In-house recasing	0	0%	0	0%	0	0%	0	0%	1	13%	3	13%	3	11%	7	6%	5	4%	19	6%
32. Oversized prints, etc. housed how?	n= 1		n= 0		n= 2		n= 6		n= 8		n= 18		n= 20		n= 83		n= 57		n= 195	
1 Around or in a tube	1	100%	0	0%	0	0%	1	17%	2	25%	4	22%	9	45%	47	57%	34	60%	98	50%
2 Rolled in acidic kraft	0	0%	0	0%	0	0%	0	0%	0	0%	1	8%	0	0%	3	4%	1	2%	5	3%
3 Rolled in alkaline kraft	1	100%	0	0%	0	0%	0	0%	0	0%	1	6%	1	5%	2	2%	1	2%	8	3%
4 Flat in metal map cases	1	100%	0	0%	1	50%	8	100%	8	75%	15	83%	10	50%	37	45%	26	46%	102	52%
5 Large "archival" boxes	1	100%	0	0%	1	50%	3	50%	3	38%	5	28%	4	20%	15	18%	5	9%	37	19%

	Over 10,000		5,000-9,999		2,500-4,999		1,000-2,499		500-999		100-499		50-99		1-49		NO SUCH COLLECTION		ALL	
	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%
32a. Oversized prints, etc. housed where?	n= 1		n= 0		n= 2		n= 5		n= 6		n= 15		n= 16		n= 78		n= 50		n= 175	
1 General stacks	1	100%	0	0%	0	0%	1	20%	0	0%	2	13%	3	17%	25	32%	25	50%	57	33%
2 Special collections	1	100%	0	0%	2	100%	5	100%	6	100%	12	80%	14	76%	43	55%	16	36%	101	58%
3 Closed stacks	1	100%	0	0%	0	0%	0	0%	2	33%	3	20%	7	39%	25	32%	12	24%	50	29%
33. Are microforms housed in the facility?	n= 1		n= 0		n= 3		n= 7		n= 8		n= 24		n= 30		n= 122		n= 148		n= 343	
1 No	0	0%	0	0%	1	33%	0	0%	1	13%	2	8%	9	30%	53	43%	91	61%	157	46%
2 Yes	1	100%	0	0%	2	67%	7	100%	7	88%	22	92%	21	70%	69	57%	57	39%	186	54%
33a. Types of microforms ?	n= 1		n= 0		n= 2		n= 7		n= 7		n= 22		n= 21		n= 69		n= 57		n= 186	
1 Microfilms	1	100%	0	0%	2	100%	7	100%	6	86%	22	100%	21	100%	53	77%	50	88%	162	87%
2 Preservation microfilm	1	100%	0	0%	1	50%	2	29%	4	57%	3	14%	2	10%	16	23%	4	7%	33	18%
3 Microfiche	1	100%	0	0%	1	50%	5	71%	4	57%	17	77%	11	52%	46	67%	40	70%	125	67%
4 Microcards	1	100%	0	0%	0	0%	0	0%	0	0%	1	5%	1	5%	0	0%	1	2%	4	2%
33b. Where are the master negatives stored?	n= 1		n= 0		n= 2		n= 7		n= 7		n= 19		n= 19		n= 55		n= 48		n= 158	
1 Off-site storage in a vault	0	0%	0	0%	0	0%	6	86%	6	86%	6	32%	11	58%	19	35%	6	13%	54	34%
2 General stacks	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	1	5%	3	5%	2	4%	6	4%
3 Microform reading room	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	1	5%	1	2%	4	8%	6	4%
4 Special collections	1	100%	0	0%	0	0%	0	0%	0	0%	1	5%	2	11%	5	9%	2	4%	11	7%
5 Closed stacks	0	0%	0	0%	0	0%	1	14%	0	0%	0	0%	0	0%	1	2%	2	4%	4	3%
6 Don't have any	0	0%	0	0%	2	100%	1	14%	0	0%	11	58%	5	26%	29	53%	29	60%	77	49%
7 Don't know	0	0%	0	0%	0	0%	0	0%	1	14%	1	5%	1	5%	5	9%	5	10%	13	8%
33c. Where are the use copies stored?	n= 1		n= 0		n= 2		n= 4		n= 3		n= 14		n= 16		n= 50		n= 39		n= 129	
1 General stacks	0	0%	0	0%	0	0%	1	25%	2	67%	4	29%	2	13%	12	24%	12	31%	33	26%
2 Microform reading room	0	0%	0	0%	0	0%	2	50%	1	33%	7	50%	12	75%	14	28%	19	49%	55	43%
3 Special collections	1	100%	0	0%	2	100%	3	75%	2	67%	3	21%	2	13%	14	28%	6	21%	35	27%
4 Closed stacks	0	0%	0	0%	0	0%	3	75%	0	0%	1	7%	2	13%	17	34%	6	15%	29	22%
33d. How are microfilms housed?	n= 1		n= 0		n= 2		n= 5		n= 7		n= 22		n= 21		n= 58		n= 47		n= 161	
1 Plastic reels	1	100%	0	0%	2	100%	5	100%	5	71%	21	95%	16	66%	50	69%	43	91%	145	90%
2 Metal reels	1	100%	0	0%	1	50%	0	0%	2	29%	2	9%	9	43%	9	16%	11	23%	35	22%
3 Rubber bands	1	100%	0	0%	1	50%	0	0%	1	14%	8	36%	10	48%	16	29%	17	36%	54	34%
4 Alkaline ties	1	100%	0	0%	0	0%	0	0%	3	43%	3	14%	2	10%	4	7%	3	6%	16	10%
5 Acidic boxes	1	100%	0	0%	0	0%	2	40%	5	71%	9	41%	11	52%	20	36%	16	34%	64	40%
6 Alkaline boxes	1	100%	0	0%	1	50%	1	20%	2	29%	9	41%	6	29%	17	30%	6	17%	45	28%
34. Binder a member of the Library Binding Institute?	n= 1		n= 0		n= 3		n= 7		n= 6		n= 24		n= 26		n= 117		n= 134		n= 322	
1 No	1	100%	0	0%	1	33%	0	0%	0	0%	1	4%	2	7%	5	4%	11	8%	21	7%
2 No binding done	0	0%	0	0%	0	0%	0	0%	1	13%	2	8%	8	29%	33	28%	64	48%	108	34%
3 Yes	0	0%	0	0%	1	33%	6	86%	4	50%	7	29%	6	29%	21	18%	19	14%	66	20%
4 Don't know	0	0%	0	0%	1	33%	1	14%	3	38%	14	58%	10	36%	58	50%	4	3%	91	28%
35. Adheres to LBI stds?	n= 1		n= 0		n= 3		n= 7		n= 7		n= 22		n= 16		n= 78		n= 64		n= 196	
1 No	0	0%	0	0%	1	33%	0	0%	0	0%	1	5%	0	0%	0	0%	6	9%	6	4%
2 Yes	1	100%	0	0%	1	33%	4	57%	2	29%	3	14%	6	38%	17	22%	13	20%	47	24%
3 Don't know	0	0%	0	0%	1	33%	3	43%	5	71%	18	82%	10	63%	59	78%	45	70%	141	72%
36. Binding decision-makers?	n= 1		n= 0		n= 3		n= 7		n= 7		n= 20		n= 16		n= 75		n= 63		n= 194	
1 Librarian	1	100%	0	0%	1	33%	4	57%	2	29%	15	75%	9	50%	46	61%	30	48%	106	56%
2 Binding prep. staff	0	0%	0	0%	1	33%	2	29%	0	0%	3	15%	4	22%	10	13%	7	11%	27	14%
3 Bindery and library staff	0	0%	0	0%	0	0%	3	43%	3	43%	4	20%	7	39%	15	20%	12	19%	44	23%
4 Bindery staff	0	0%	0	0%	1	33%	0	0%	3	43%	2	10%	2	11%	25	33%	23	37%	56	29%
39. Facility houses special collections?	n= 1		n= 0		n= 3		n= 8		n= 8		n= 24		n= 29		n= 122		n= 142		n= 337	
1 No	0	0%	0	0%	1	33%	0	0%	0	0%	0	0%	2	7%	17	14%	82	58%	102	30%
2 Yes	1	100%	0	0%	2	67%	8	100%	8	100%	24	100%	27	93%	105	86%	60	42%	235	70%

	Over 10,000		5,000-9,999		2,500-4,999		1,000-2,499		500-999		100-499		50-99		1-49		NO SUCH COLLECTION		ALL	
	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%
39a. Materials in special collections?	n= 1		n= 0		n= 2		n= 8		n= 6		n= 24		n= 27		n= 107		n= 58		n= 235	
1 Rare books	1	100%	0	0%	1	50%	6	75%	2	25%	17	71%	18	67%	48	45%	12	21%	105	45%
2 Manuscripts	1	100%	0	0%	0	0%	6	75%	4	50%	14	58%	10	37%	39	36%	2	3%	76	32%
3 Local records	1	100%	0	0%	2	100%	7	88%	4	50%	17	71%	15	56%	60	56%	24	41%	130	55%
4 Local history	1	100%	0	0%	2	100%	7	88%	6	100%	24	100%	27	100%	105	98%	56	97%	230	98%
5 Maps	1	100%	0	0%	2	100%	7	88%	8	75%	21	88%	18	59%	69	84%	24	41%	148	62%
6 Photographs	1	100%	0	0%	1	50%	7	88%	8	75%	19	79%	18	87%	73	88%	20	34%	145	62%
7 Art works	1	100%	0	0%	1	50%	6	75%	1	13%	7	29%	7	26%	24	22%	13	22%	60	26%
8 Microforms	1	100%	0	0%	1	50%	7	88%	3	38%	11	46%	14	52%	32	30%	17	29%	86	37%
9 Audio-visual materials	1	100%	0	0%	1	50%	5	63%	1	13%	8	25%	7	26%	27	25%	15	26%	63	27%
39b. Where are these collections housed?	n= 1		n= 0		n= 2		n= 7		n= 7		n= 22		n= 25		n= 81		n= 40		n= 185	
1 Special collections	1	100%	0	0%	2	100%	8	86%	8	86%	20	91%	18	64%	53	65%	28	70%	132	71%
2 Vault	0	0%	0	0%	1	50%	4	57%	0	0%	5	23%	5	20%	9	11%	4	10%	28	15%
3 Closed stacks	1	100%	0	0%	0	0%	4	57%	3	43%	5	23%	13	52%	37	46%	16	40%	79	43%
39c. Where are these rooms located?	n= 1		n= 0		n= 2		n= 8		n= 7		n= 24		n= 27		n= 105		n= 61		n= 235	
1 Basement	1	100%	0	0%	0	0%	3	38%	1	14%	10	42%	8	30%	30	29%	10	16%	63	27%
2 Attic	1	100%	0	0%	0	0%	1	13%	0	0%	1	4%	1	4%	8	8%	5	8%	17	7%
3 Upper floor	1	100%	0	0%	0	0%	4	50%	4	57%	8	25%	10	37%	27	26%	19	31%	71	30%
4 Main floor	1	100%	0	0%	2	100%	5	63%	3	43%	12	50%	14	52%	65	62%	42	69%	144	61%
5 Main building	1	100%	0	0%	0	0%	3	38%	2	29%	4	17%	10	37%	32	30%	14	23%	66	28%
6 Separate facility	1	100%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	1	0%
40. Staff access to special collections materials?	n= 1		n= 0		n= 2		n= 5		n= 4		n= 17		n= 24		n= 87		n= 52		n= 192	
1 Open without a key	0	0%	0	0%	2	100%	2	40%	3	75%	10	59%	15	83%	68	76%	40	77%	138	72%
2 Staff key	0	0%	0	0%	0	0%	1	20%	1	25%	8	35%	8	25%	12	14%	6	12%	32	17%
3 Senior staff only	1	100%	0	0%	1	50%	2	40%	0	0%	3	18%	5	21%	13	15%	6	12%	31	16%
41. Patron access to spec. collections materials	n= 1		n= 0		n= 2		n= 7		n= 8		n= 17		n= 24		n= 93		n= 54		n= 204	
1 Open browsing	0	0%	0	0%	1	50%	0	0%	2	33%	3	18%	5	21%	23	25%	22	41%	56	27%
2 Materials retrieved and use supervised by staff	1	100%	0	0%	1	50%	6	86%	4	67%	15	88%	19	79%	58	62%	28	52%	132	65%
3 All materials at same time	0	0%	0	0%	0	0%	1	14%	1	17%	3	18%	4	17%	27	29%	16	30%	52	25%
4 Materials at one time	1	100%	0	0%	0	0%	4	57%	1	17%	4	24%	8	33%	11	12%	3	6%	32	16%
42. Personal materials allowed in RR?	n= 1		n= 0		n= 2		n= 8		n= 8		n= 21		n= 21		n= 98		n= 58		n= 217	
1 No restrictions	0	0%	0	0%	1	50%	6	75%	6	75%	18	76%	13	62%	83	85%	56	97%	181	83%
2 Paper and pencil only	1	100%	0	0%	1	50%	2	25%	0	0%	3	14%	2	10%	8	8%	0	0%	15	7%
3 Paper, pens, coats, etc.	0	0%	0	0%	0	0%	1	13%	2	25%	2	10%	7	33%	10	10%	2	3%	24	11%
4 No materials	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
43. Where are mss./archival materials housed?	n= 1		n= 0		n= 2		n= 7		n= 7		n= 21		n= 24		n= 95		n= 18		n= 175	
1 In file cabinets	1	100%	0	0%	0	0%	6	86%	5	71%	18	76%	15	63%	58	61%	14	78%	115	66%
2 Corrugated boxes	1	100%	0	0%	0	0%	3	43%	0	0%	2	10%	4	17%	15	16%	4	22%	29	17%
3 Alkaline boxes	1	100%	0	0%	0	0%	6	86%	4	57%	8	38%	10	42%	35	37%	5	28%	69	39%
4 Manila folders	1	100%	0	0%	1	50%	4	57%	4	57%	8	29%	10	42%	38	40%	5	28%	69	39%
5 Alkaline folders	1	100%	0	0%	1	50%	6	86%	4	57%	12	57%	8	33%	27	28%	3	17%	82	35%
8 Scrapbooks	1	100%	0	0%	1	50%	2	29%	2	29%	10	48%	12	50%	44	46%	3	17%	75	43%

	Over 10,000		5,000-9,999		2,500-4,999		1,000-2,499		500-999		100-499		50-99		1-49		NO SUCH COLLECTION		ALL	
	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%
44. Routine processing tasks performed?	n=	1	n=	0	n=	1	n=	6	n=	7	n=	20	n=	26	n=	97	n=	33	n=	191
1 Nothing	0	0%	0	0%	1	100%	1	17%	2	29%	7	35%	9	35%	60	62%	28	85%	108	57%
2 Remove staples	1	100%	0	0%	0	0%	5	83%	4	57%	10	50%	13	50%	25	26%	4	12%	62	32%
3 Unfold	1	100%	0	0%	0	0%	5	83%	3	43%	6	40%	10	38%	23	24%	3	9%	53	28%
4 Placed in alkaline folders	1	100%	0	0%	0	0%	4	67%	3	43%	11	55%	10	38%	28	29%	3	9%	60	31%
5 Remove photos	1	100%	0	0%	0	0%	3	50%	3	43%	7	35%	8	31%	11	11%	1	3%	34	18%
6 Remove newsprint, etc.	1	100%	0	0%	0	0%	4	67%	4	57%	10	50%	9	35%	16	16%	1	3%	45	24%
7 Humidify and flatten	1	100%	0	0%	0	0%	0	0%	2	29%	1	5%	1	4%	2	2%	0	0%	7	4%
45. Disaster plan prepared?	n=	1	n=	0	n=	2	n=	8	n=	8	n=	24	n=	30	n=	116	n=	147	n=	338
1 No	0	0%	0	0%	2	100%	4	50%	7	88%	22	92%	26	87%	110	93%	141	96%	312	92%
2 Yes	1	100%	0	0%	0	0%	3	38%	0	0%	0	0%	0	0%	7	6%	2	1%	13	4%
3 In preparation	0	0%	0	0%	0	0%	1	13%	1	13%	2	8%	4	13%	1	1%	4	3%	13	4%
45a. Disaster plan components?	n=	1	n=	0	n=	0	n=	4	n=	1	n=	3	n=	5	n=	10	n=	6	n=	30
1 Response outline	1	100%	0	0%	0	0%	3	75%	1	100%	3	100%	4	80%	6	60%	4	67%	24	80%
2 Supplies stored off-site	1	100%	0	0%	0	0%	1	25%	0	0%	0	0%	2	40%	4	40%	2	33%	10	33%
3 Emergency supplies list	1	100%	0	0%	0	0%	3	75%	1	100%	3	100%	2	40%	7	70%	5	83%	22	73%
4 Description of emergency procedures	1	100%	0	0%	0	0%	3	75%	1	100%	3	100%	3	60%	9	90%	5	83%	25	83%
5 Recovery priorities	1	100%	0	0%	0	0%	3	75%	1	100%	2	67%	4	80%	6	60%	4	67%	23	77%
6 List of staff volunteers	1	100%	0	0%	0	0%	2	50%	0	0%	1	33%	2	40%	4	40%	3	50%	13	43%
7 Community resources	1	100%	0	0%	0	0%	2	50%	1	100%	3	100%	4	80%	7	70%	3	50%	21	70%
8 Conservation experts	1	100%	0	0%	0	0%	3	75%	1	100%	2	67%	3	60%	6	60%	3	50%	21	70%
51. Preservation money allocated?	n=	1	n=	0	n=	3	n=	7	n=	8	n=	22	n=	28	n=	116	n=	140	n=	325
1 No	0	0%	0	0%	3	100%	2	29%	5	63%	11	50%	19	68%	90	78%	124	89%	254	78%
2 Yes	1	100%	0	0%	0	0%	5	71%	3	38%	11	50%	9	32%	26	22%	16	11%	71	22%

APPENDIX K

ACADEMIC LIBRARIES BY SIZE OF ARCHIVAL HOLDINGS

	Over 10,000		5,000-9,999		2,500-4,999		1,000-2,499		500-999		100-499		50-99		1-49		NO SUCH COLLECTION		ALL	
	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%
3. Predominant material facility construction	n= 7		n= 6		n= 8		n= 9		n= 5		n= 27		n= 5		n= 15		n= 26		n= 108	
1 Stone	3	43%	2	33%	6	75%	2	22%	1	20%	2	7%	2	40%	1	7%	2	8%	21	19%
2 Brick	3	43%	4	67%	4	50%	6	67%	1	20%	17	63%	4	80%	6	40%	15	58%	60	56%
3 Wood	1	14%	1	17%	0	0%	0	0%	0	0%	2	7%	0	0%	5	33%	5	19%	14	13%
4 Concrete	4	57%	4	67%	6	75%	7	78%	4	80%	21	78%	4	80%	11	73%	19	73%	80	74%
5 Glass	3	43%	5	83%	5	63%	4	44%	2	40%	15	56%	1	20%	6	40%	10	38%	51	47%
6 Steel	4	57%	2	33%	3	38%	3	33%	1	20%	9	33%	4	80%	2	13%	7	27%	35	32%
7 Don't know	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
4. Condition of roof and exterior walls	n= 7		n= 6		n= 6		n= 9		n= 5		n= 27		n= 5		n= 14		n= 28		n= 107	
1 Good condition	3	43%	5	83%	5	63%	7	78%	2	40%	17	63%	3	60%	7	50%	21	81%	70	65%
2 Exterior walls are insulated	2	29%	2	33%	2	25%	4	44%	1	20%	7	26%	2	40%	3	21%	5	19%	28	26%
3 Exterior walls not insulated	0	0%	1	17%	3	38%	3	33%	0	0%	9	33%	2	40%	4	29%	9	35%	31	29%
4 Condensation occurs on walls/windows	3	43%	1	17%	0	0%	0	0%	0	0%	3	11%	0	0%	0	0%	3	12%	10	9%
5 Exterior walls leak	2	29%	1	17%	0	0%	0	0%	1	20%	3	11%	0	0%	1	7%	1	4%	9	8%
6 Roof/attic is insulated	2	29%	2	33%	3	38%	3	33%	1	20%	7	26%	2	40%	2	14%	5	19%	27	25%
7 Roof/attic is not insulated	1	14%	1	17%	1	13%	3	33%	0	0%	5	19%	0	0%	3	21%	3	12%	17	16%
8 Water accumulates on roof	0	0%	3	50%	3	38%	3	33%	2	40%	10	37%	1	20%	4	29%	3	12%	29	27%
9 Roof leaks	2	29%	3	50%	2	25%	6	67%	1	20%	11	41%	2	40%	4	29%	5	19%	36	34%
10 Don't know	0	0%	0	0%	1	13%	0	0%	1	20%	2	7%	0	0%	1	7%	2	8%	7	7%
5. Which of the rooms exist in your facility?	n= 8		n= 8		n= 8		n= 9		n= 4		n= 27		n= 5		n= 14		n= 23		n= 104	
1 None	0	0%	0	0%	1	13%	1	11%	1	25%	5	19%	0	0%	1	7%	5	22%	14	13%
2 Attic	2	25%	2	33%	0	0%	2	22%	0	0%	6	22%	0	0%	2	14%	1	4%	15	14%
3 Basement stacks	7	88%	3	50%	5	63%	7	78%	1	25%	10	37%	3	60%	5	36%	13	57%	54	52%
4 Storage room(s)	6	75%	5	83%	5	63%	7	78%	3	75%	20	74%	5	100%	8	57%	10	43%	69	66%
5 Non-stack basement	3	38%	2	33%	3	38%	2	22%	1	25%	8	30%	0	0%	7	50%	8	26%	32	31%
5a. What is the condition of the attic?	n= 3		n= 2		n= 0		n= 4		n= 0		n= 6		n= 0		n= 2		n= 1		n= 18	
1 Clean	2	67%	2	100%	0	0%	2	50%	0	0%	3	50%	0	0%	0	0%	1	100%	10	56%
2 Cluttered	0	0%	0	0%	0	0%	2	50%	0	0%	3	50%	0	0%	1	50%	0	0%	6	33%
3 Dirty	1	33%	0	0%	0	0%	2	50%	0	0%	1	17%	0	0%	2	100%	0	0%	6	33%
4 Dry	2	67%	1	50%	0	0%	3	75%	0	0%	3	50%	0	0%	0	0%	0	0%	9	50%
5 Wet	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
6 Rodents	0	0%	0	0%	0	0%	1	25%	0	0%	0	0%	0	0%	1	50%	0	0%	2	11%
7 Insects	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
8 Mold	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
5a. What is the condition of the basement stacks?	n= 7		n= 4		n= 5		n= 8		n= 1		n= 10		n= 3		n= 5		n= 13		n= 54	
1 Clean	5	71%	3	75%	5	100%	8	100%	1	100%	10	100%	3	100%	4	80%	13	100%	50	93%
2 Cluttered	3	43%	2	50%	1	20%	0	0%	0	0%	1	10%	0	0%	0	0%	0	0%	7	13%
3 Dirty	1	14%	1	25%	0	0%	0	0%	0	0%	0	0%	0	0%	1	20%	0	0%	3	6%
4 Dry	5	71%	1	25%	0	0%	4	67%	0	0%	6	60%	2	67%	2	40%	5	38%	25	46%
5 Wet	1	14%	1	25%	0	0%	2	33%	0	0%	1	10%	0	0%	1	20%	1	8%	7	13%
6 Rodents	0	0%	1	25%	0	0%	0	0%	0	0%	0	0%	0	0%	1	20%	0	0%	2	4%
7 Insects	1	14%	1	25%	2	40%	0	0%	0	0%	1	10%	0	0%	0	0%	1	8%	6	11%
8 Mold	1	14%	1	25%	0	0%	1	17%	0	0%	1	10%	0	0%	1	20%	1	8%	6	11%
5a. What is the condition of the storage rooms?	n= 8		n= 8		n= 5		n= 6		n= 3		n= 18		n= 5		n= 8		n= 12		n= 69	
1 Clean	4	67%	3	50%	1	20%	3	50%	1	33%	14	78%	1	20%	2	25%	4	33%	33	48%
2 Cluttered	3	50%	4	67%	4	80%	2	33%	2	67%	5	28%	4	80%	6	75%	6	50%	36	52%
3 Dirty	2	33%	2	33%	2	40%	0	0%	1	33%	0	0%	3	60%	2	25%	2	17%	14	20%
4 Dry	4	67%	3	50%	1	20%	5	83%	2	67%	9	50%	2	40%	5	63%	3	25%	34	49%
5 Wet	1	17%	1	17%	0	0%	0	0%	0	0%	1	6%	1	20%	2	25%	1	8%	7	10%
6 Rodents	0	0%	1	17%	0	0%	0	0%	0	0%	0	0%	1	20%	0	0%	0	0%	2	3%
7 Insects	0	0%	1	17%	0	0%	0	0%	0	0%	1	6%	0	0%	1	13%	2	17%	5	7%
8 Mold	1	17%	2	33%	0	0%	0	0%	0	0%	1	6%	1	20%	2	25%	1	8%	8	12%
5a. What is the condition of the non-stack basement?	n= 3		n= 3		n= 3		n= 3		n= 1		n= 7		n= 0		n= 6		n= 7		n= 33	
1 Clean	2	67%	2	67%	2	67%	2	67%	0	0%	4	57%	0	0%	3	50%	4	57%	19	58%
2 Cluttered	1	33%	2	67%	2	67%	1	33%	1	100%	3	43%	0	0%	2	33%	4	57%	16	48%
3 Dirty	1	33%	1	33%	1	33%	1	33%	0	0%	3	43%	0	0%	2	33%	1	14%	10	30%
4 Dry	2	67%	1	33%	1	33%	1	33%	1	100%	3	43%	0	0%	0	0%	2	29%	11	33%
5 Wet	1	33%	1	33%	0	0%	1	33%	0	0%	1	14%	0	0%	2	33%	2	29%	8	24%
6 Rodents	0	0%	1	33%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	1	3%
7 Insects	0	0%	1	33%	1	33%	0	0%	0	0%	0	0%	0	0%	1	17%	0	0%	3	9%
8 Mold	1	33%	0	0%	0	0%	1	33%	0	0%	1	14%	0	0%	1	17%	2	29%	6	18%

	Over 10,000		5,000-9,999		2,500-4,999		1,000-2,499		500-999		100-499		50-99		1-49		NO SUCH COLLECTION		ALL	
	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%
6. Type of security system?	n=	7	n=	6	n=	6	n=	9	n=	5	n=	26	n=	5	n=	15	n=	26	n=	107
1 None	0	0%	0	0%	2	25%	0	0%	0	0%	0	0%	0	0%	3	20%	1	4%	6	6%
2 Shared system	5	71%	2	33%	3	36%	4	44%	1	20%	17	65%	3	60%	9	60%	11	42%	55	51%
3 Burglar alarms	5	71%	2	33%	4	50%	2	22%	2	40%	6	31%	0	0%	4	27%	6	31%	35	33%
4 Motion detectors	4	57%	4	67%	4	50%	1	11%	0	0%	4	15%	2	40%	0	0%	3	12%	22	21%
5 After-hours guard	1	14%	1	17%	2	25%	4	44%	0	0%	11	42%	1	20%	9	60%	9	35%	36	38%
6 Computerized system	1	14%	2	33%	0	0%	1	11%	0	0%	0	0%	0	0%	2	13%	1	4%	7	7%
7 Electronics at exit	4	57%	4	67%	4	50%	6	67%	4	60%	16	69%	3	60%	9	60%	14	54%	66	62%
7. Areareas covered by HVAC?	n=	6	n=	6	n=	6	n=	6	n=	4	n=	25	n=	5	n=	12	n=	22	n=	98
1 General books	7	86%	6	100%	6	75%	7	88%	3	75%	22	68%	5	100%	11	92%	20	91%	67	69%
2 Special collections	7	86%	6	100%	7	86%	7	88%	4	100%	21	64%	4	60%	9	75%	5	23%	70	71%
3 Administrative areas	8	100%	6	100%	6	100%	7	88%	3	75%	24	96%	5	100%	12	100%	21	95%	94	98%
4 Don't know	0	0%	0	0%	1	13%	0	0%	0	0%	1	4%	0	0%	0	0%	0	0%	2	2%
6. Components?	n=	6	n=	6	n=	6	n=	9	n=	5	n=	25	n=	5	n=	14	n=	26	n=	106
1 Heating	6	100%	8	100%	7	68%	9	100%	5	100%	25	100%	5	100%	14	100%	25	96%	104	98%
2 Ventilation	7	68%	6	100%	7	68%	7	78%	3	60%	20	80%	5	100%	11	79%	19	73%	65	60%
3 Air-conditioning	7	88%	6	100%	6	75%	6	89%	3	60%	21	64%	5	100%	9	64%	16	69%	63	78%
4 Humidity control	6	75%	2	33%	0	0%	3	33%	0	0%	5	20%	2	40%	0	0%	0	0%	16	17%
5 Don't know	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
9. What areas are covered by AC?	n=	6	n=	6	n=	7	n=	6	n=	3	n=	21	n=	5	n=	9	n=	16	n=	85
1 General books	7	88%	5	83%	5	71%	5	83%	2	67%	17	61%	5	100%	7	78%	16	89%	69	61%
2 Special collections	7	88%	6	100%	6	86%	7	88%	3	100%	17	61%	4	80%	6	67%	2	11%	58	66%
3 Administrative areas	6	75%	6	100%	6	66%	7	88%	2	67%	21	100%	5	100%	9	100%	16	89%	78	92%
4 Don't know	0	0%	0	0%	0	0%	0	0%	0	0%	1	5%	0	0%	0	0%	0	0%	1	1%
9a. Where is the chiller located?	n=	6	n=	5	n=	6	n=	6	n=	2	n=	21	n=	5	n=	9	n=	19	n=	83
1 Roof	4	50%	3	60%	5	83%	3	38%	1	50%	9	43%	3	60%	3	33%	7	37%	38	46%
2 Outside on the grounds	1	13%	3	60%	0	0%	0	0%	1	50%	4	19%	2	40%	2	22%	3	16%	16	19%
3 Mechanical room	6	75%	1	20%	0	0%	5	63%	1	50%	7	33%	1	20%	3	33%	6	32%	30	36%
4 Windows	1	13%	0	0%	2	33%	0	0%	0	0%	4	19%	1	20%	2	22%	5	26%	15	18%
10. Constant control possible?	n=	7	n=	6	n=	6	n=	9	n=	5	n=	24	n=	5	n=	14	n=	25	n=	103
1 No	3	43%	4	67%	6	75%	3	33%	3	80%	12	50%	3	60%	10	71%	15	60%	59	57%
2 Yes	4	57%	2	33%	2	25%	6	67%	2	40%	12	50%	2	40%	4	29%	10	40%	44	43%
11. Constant setting?	n=	6	n=	6	n=	6	n=	6	n=	3	n=	15	n=	4	n=	11	n=	15	n=	72
1 No	2	33%	4	67%	3	50%	2	33%	1	33%	9	60%	3	75%	9	82%	11	73%	44	61%
2 Don't know	1	17%	1	17%	0	0%	1	17%	1	33%	3	20%	0	0%	0	0%	1	7%	6	11%
3 Yes	3	50%	1	17%	3	50%	3	50%	1	33%	3	20%	1	25%	2	18%	3	20%	20	28%
11a. Setting of Air-conditioning?	n=	5	n=	4	n=	3	n=	3	n=	2	n=	13	n=	4	n=	5	n=	9	n=	48
60-63	0	0%	1	25%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	1	2%
64-67	1	20%	1	25%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	2	4%
68-71	4	80%	1	25%	1	33%	3	100%	1	50%	3	23%	1	25%	0	0%	2	22%	16	33%
72-75	0	0%	0	0%	0	0%	0	0%	1	50%	2	15%	2	50%	2	40%	2	22%	9	19%
76-79	0	0%	0	0%	0	0%	0	0%	0	0%	3	23%	1	25%	1	20%	0	0%	5	10%
Don't know	0	0%	1	25%	2	67%	0	0%	0	0%	5	38%	0	0%	2	40%	5	56%	15	31%
11a. Setting of heating?	n=	5	n=	4	n=	3	n=	3	n=	3	n=	13	n=	4	n=	7	n=	12	n=	54
60-63	0	0%	1	25%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	1	2%
64-67	1	20%	0	0%	0	0%	0	0%	1	33%	0	0%	0	0%	0	0%	1	6%	3	6%
68-71	3	80%	1	25%	1	33%	3	100%	1	33%	4	31%	4	100%	5	71%	4	33%	26	48%
72-75	1	20%	0	0%	0	0%	0	0%	1	33%	4	31%	0	0%	0	0%	2	17%	6	15%
76-79	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%

	Over 10,000		5,000-9,999		2,500-4,999		1,000-2,499		500-999		100-499		50-99		1-49		NO SUCH COLLECTION		ALL	
	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%
11b. AC turned down or shut off?	n= 6		n= 6		n= 6		n= 4		n= 2		n= 13		n= 4		n= 6		n= 9		n= 58	
1 No	2	33%	1	17%	0	0%	2	50%	1	50%	0	0%	1	25%	0	0%	3	33%	10	17%
2 Don't know	0	0%	0	0%	0	0%	0	0%	0	0%	1	8%	0	0%	0	0%	1	11%	2	3%
3 Yes	4	67%	5	83%	6	100%	2	50%	1	50%	12	92%	3	75%	8	100%	5	56%	46	79%
11b. Heat turned down or shut off?	n= 5		n= 6		n= 6		n= 4		n= 2		n= 15		n= 4		n= 10		n= 12		n= 64	
1 No	2	40%	2	33%	0	0%	0	0%	1	50%	1	7%	2	50%	1	10%	3	25%	12	19%
2 Don't know	0	0%	0	0%	0	0%	0	0%	0	0%	2	13%	0	0%	0	0%	2	17%	4	6%
3 Yes	3	60%	4	67%	6	100%	4	100%	1	50%	12	60%	2	50%	9	90%	7	58%	48	75%
11b. Ventilation turned down or shut off?	n= 4		n= 6		n= 5		n= 3		n= 3		n= 9		n= 4		n= 9		n= 9		n= 52	
1 No	1	25%	3	50%	0	0%	1	33%	1	33%	2	22%	3	75%	0	0%	5	56%	16	31%
2 Don't know	0	0%	0	0%	0	0%	0	0%	1	33%	2	22%	1	25%	0	0%	0	0%	4	6%
3 Yes	3	75%	3	50%	5	100%	2	67%	1	33%	5	56%	0	0%	9	100%	4	44%	32	62%
11c. Humidity control devices used?	n= 6		n= 5		n= 3		n= 4		n= 3		n= 13		n= 4		n= 10		n= 9		n= 57	
1 Portable humidifiers	1	17%	2	40%	0	0%	0	0%	1	33%	3	23%	1	25%	1	10%	2	22%	11	19%
2 Portable dehumidifiers	1	17%	2	40%	0	0%	1	25%	1	33%	1	6%	2	50%	2	20%	0	0%	10	18%
3 System humidification	4	67%	2	40%	0	0%	1	25%	0	0%	2	15%	2	50%	1	10%	1	11%	13	23%
4 System dehumidification	5	63%	2	40%	0	0%	3	75%	0	0%	4	31%	1	25%	0	0%	1	11%	16	28%
12. Separate HVAC for special collections?	n= 6		n= 5		n= 8		n= 9		n= 5		n= 25		n= 5		n= 15		n= 22		n= 100	
1 No	3	50%	2	40%	4	50%	5	56%	3	60%	16	72%	2	40%	15	100%	21	95%	73	73%
2 Yes	3	50%	3	60%	4	50%	4	44%	2	40%	7	28%	3	60%	0	0%	1	5%	27	27%
12a. Constant control?	n= 4		n= 4		n= 6		n= 4		n= 3		n= 10		n= 4		n= 0		n= 2		n= 37	
1 No	0	0%	2	50%	5	83%	0	0%	2	67%	5	50%	0	0%	0	0%	1	50%	15	41%
2 Yes	4	100%	2	50%	1	17%	4	100%	1	33%	5	50%	4	100%	0	0%	1	50%	22	59%
12b. Constant setting?	n= 4		n= 4		n= 6		n= 4		n= 2		n= 9		n= 4		n= 0		n= 2		n= 35	
1 No	0	0%	1	25%	2	33%	0	0%	1	50%	5	56%	1	25%	0	0%	1	50%	11	31%
2 Don't know	0	0%	0	0%	0	0%	1	25%	0	0%	1	11%	0	0%	0	0%	0	0%	2	6%
3 Yes	4	100%	3	75%	1	17%	3	75%	1	50%	3	33%	3	75%	0	0%	1	50%	19	54%
12c. Setting of Air-conditioning?	n= 4		n= 4		n= 2		n= 3		n= 2		n= 6		n= 4		n= 0		n= 2		n= 27	
60-63	0	0%	1	25%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	1	4%
64-67	2	50%	1	25%	0	0%	1	33%	2	100%	0	0%	0	0%	0	0%	0	0%	6	22%
68-71	2	50%	2	50%	1	50%	2	67%	0	0%	1	17%	2	50%	0	0%	0	0%	10	37%
72-75	0	0%	0	0%	0	0%	0	0%	0	0%	1	17%	0	0%	0	0%	0	0%	1	4%
76-79	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	2	50%	0	0%	0	0%	2	7%
Don't know	0	0%	0	0%	1	50%	0	0%	0	0%	4	67%	0	0%	0	0%	2	100%	7	26%
12c. Setting of heating?	n= 2		n= 4		n= 3		n= 3		n= 2		n= 6		n= 4		n= 0		n= 3		n= 27	
60-63	0	0%	1	25%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	1	4%
64-67	1	50%	1	25%	0	0%	1	33%	2	100%	0	0%	0	0%	0	0%	0	0%	5	19%
68-71	1	50%	2	50%	2	67%	2	67%	0	0%	1	17%	3	75%	0	0%	1	33%	12	44%
72-75	0	0%	0	0%	0	0%	0	0%	0	0%	1	17%	0	0%	0	0%	1	33%	2	7%
76-79	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	1	25%	0	0%	0	0%	1	4%
Don't know	0	0%	0	0%	1	33%	0	0%	0	0%	4	67%	0	0%	0	0%	1	33%	6	22%
12d. AC turned down or shut off?	n= 4		n= 6		n= 4		n= 4		n= 1		n= 6		n= 4		n= 1		n= 3		n= 33	
1 No	3	75%	3	50%	1	25%	2	50%	1	100%	0	0%	2	50%	0	0%	2	67%	14	42%
2 Don't know	0	0%	0	0%	0	0%	1	25%	0	0%	1	17%	0	0%	0	0%	1	33%	3	9%
3 Yes	1	25%	3	50%	3	75%	1	25%	0	0%	5	83%	2	50%	1	100%	0	0%	16	48%
12d. Heat turned down or shut off?	n= 3		n= 4		n= 5		n= 4		n= 2		n= 7		n= 4		n= 1		n= 4		n= 34	
1 No	3	100%	3	75%	1	20%	0	0%	1	50%	0	0%	3	75%	0	0%	1	25%	12	35%
2 Don't know	0	0%	0	0%	0	0%	1	25%	1	50%	1	14%	0	0%	0	0%	1	25%	4	12%
3 Yes	0	0%	1	25%	4	80%	3	75%	0	0%	6	66%	1	25%	1	100%	2	50%	16	53%

	Over 10,000		5,000-9,999		2,500-4,999		1,000-2,499		500-999		100-499		50-99		1-49		NO SUCH COLLECTION		ALL	
	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%
12d. Ventilation turned down or shut off?	n=	2	n=	4	n=	5	n=	4	n=	1	n=	5	n=	4	n=	1	n=	4	n=	30
1 No	1	50%	2	50%	1	20%	1	25%	1	100%	0	0%	3	75%	0	0%	3	75%	12	40%
2 Don't know	0	0%	2	50%	0	0%	1	25%	0	0%	1	20%	1	25%	0	0%	1	25%	6	20%
3 Yes	1	50%	0	0%	4	80%	2	50%	0	0%	4	80%	0	0%	1	100%	0	0%	12	40%
12e. Humidity control devices used?	n=	4	n=	4	n=	3	n=	3	n=	2	n=	8	n=	4	n=	1	n=	1	n=	30
1 Portable humidifiers	1	25%	0	0%	0	0%	0	0%	0	0%	1	13%	0	0%	0	0%	1	100%	3	10%
2 Portable dehumidifiers	0	0%	0	0%	0	0%	1	33%	0	0%	1	13%	2	50%	0	0%	0	0%	4	13%
3 System humidification	2	50%	3	75%	1	33%	2	67%	1	50%	2	25%	3	75%	0	0%	0	0%	14	47%
4 System dehumidification	3	75%	3	75%	1	33%	2	67%	0	0%	2	25%	1	25%	0	0%	0	0%	12	40%
13. Environmental monitoring devices?	n=	8	n=	8	n=	8	n=	9	n=	5	n=	26	n=	5	n=	15	n=	26	n=	108
1 None	0	0%	0	0%	0	0%	0	0%	1	20%	2	8%	0	0%	3	20%	0	0%	8	6%
2 Thermostat	7	88%	3	50%	8	75%	7	78%	1	20%	21	81%	4	80%	10	67%	20	77%	79	73%
3 Thermometer	3	38%	4	67%	7	88%	1	11%	2	40%	4	15%	3	60%	4	27%	16	62%	44	41%
4 Hygrometer	4	50%	2	33%	0	0%	2	22%	2	40%	2	8%	3	60%	0	0%	5	19%	20	19%
5 Thermohygrometer	3	38%	1	17%	0	0%	3	33%	0	0%	2	8%	0	0%	1	7%	0	0%	10	9%
6 Hygrothermograph	3	38%	3	50%	3	38%	3	33%	0	0%	2	8%	1	20%	0	0%	1	4%	16	15%
7 Sling psychrometer	0	0%	1	17%	1	13%	1	11%	0	0%	0	0%	0	0%	0	0%	1	4%	4	4%
8 Battery-operated psychrometer	0	0%	0	0%	3	38%	0	0%	0	0%	0	0%	0	0%	0	0%	1	4%	4	4%
14. Reduction of entering light?	n=	8	n=	6	n=	8	n=	9	n=	5	n=	25	n=	5	n=	15	n=	23	n=	104
1 No windows	2	25%	1	17%	0	0%	1	11%	0	0%	4	16%	0	0%	0	0%	2	9%	10	10%
2 Nothing done	1	13%	2	33%	2	25%	2	22%	1	20%	5	20%	1	20%	3	20%	8	35%	25	24%
3 Light-filtering film	6	75%	1	17%	0	0%	3	33%	2	40%	3	12%	1	20%	0	0%	1	4%	17	16%
4 Light-filtering glass	2	25%	0	0%	0	0%	0	0%	0	0%	1	4%	0	0%	0	0%	1	4%	4	4%
5 Shades	4	50%	1	17%	5	63%	4	44%	2	40%	8	32%	2	40%	8	53%	9	39%	43	41%
6 Curtains	6	75%	3	50%	5	63%	2	22%	0	0%	12	48%	1	20%	4	27%	6	26%	39	38%
7 Roof overhangs	2	25%	0	0%	2	25%	1	11%	0	0%	3	12%	2	40%	3	20%	4	17%	17	18%
8 Awnings	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
15. Reduction of UV radiation inside?	n=	8	n=	8	n=	8	n=	9	n=	5	n=	28	n=	5	n=	15	n=	28	n=	108
1 None	3	38%	3	50%	3	38%	3	33%	3	60%	18	69%	3	60%	10	67%	22	85%	68	83%
2 UV-filtering sleeves	5	63%	3	50%	4	50%	3	33%	0	0%	6	23%	0	0%	3	20%	2	8%	28	24%
3 Low UV fluorescent tubes	1	13%	2	33%	0	0%	1	11%	0	0%	1	4%	0	0%	0	0%	1	4%	8	8%
4 UF-3 or UF-4 plexiglass	1	13%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	1	1%
5 UV-filtering film	1	13%	1	17%	0	0%	2	22%	2	40%	3	12%	0	0%	0	0%	0	0%	9	8%
6 Lights turned on and off	3	38%	3	50%	3	38%	3	33%	0	0%	3	12%	2	40%	3	20%	1	4%	21	19%
18. Fire detection/suppression systems installed?	n=	8	n=	8	n=	8	n=	9	n=	5	n=	28	n=	5	n=	15	n=	25	n=	107
1 No	0	0%	1	17%	0	0%	0	0%	0	0%	3	12%	0	0%	0	0%	5	20%	9	8%
2 Don't know	0	0%	0	0%	0	0%	0	0%	0	0%	2	8%	0	0%	1	7%	1	4%	4	4%
3 Yes	8	100%	5	83%	8	100%	9	100%	5	100%	21	81%	5	100%	14	93%	19	78%	94	88%
18a. Type of system?	n=	8	n=	5	n=	8	n=	9	n=	5	n=	21	n=	5	n=	14	n=	20	n=	95
1 Fire extinguishers	8	100%	5	100%	8	100%	8	89%	5	100%	18	86%	5	100%	13	93%	18	90%	88	93%
2 Wet pipe sprinklers	1	13%	2	40%	1	13%	8	87%	1	20%	10	48%	0	0%	4	29%	5	25%	30	32%
3 Dry pipe sprinklers	0	0%	2	40%	1	13%	3	33%	1	20%	2	10%	1	20%	1	7%	1	5%	12	13%
4 Halon	2	25%	2	40%	2	25%	1	11%	0	0%	1	5%	0	0%	0	0%	0	0%	8	8%
5 Smoke detectors	5	63%	4	80%	8	75%	8	89%	2	40%	12	57%	5	100%	7	50%	14	70%	83	66%
6 Heat detectors	3	38%	4	80%	5	63%	8	87%	2	40%	3	14%	3	60%	5	36%	7	35%	38	40%
7 Ionization detectors	2	25%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	2	2%
16b. Where are these systems installed (Everywhere)?	n=	8	n=	5	n=	7	n=	9	n=	5	n=	20	n=	4	n=	13	n=	20	n=	91
1 Fire extinguishers	8	75%	4	80%	7	100%	9	100%	5	100%	18	90%	4	100%	11	85%	19	95%	83	91%
2 Wet pipe sprinklers	1	13%	2	40%	1	14%	4	44%	2	40%	9	45%	0	0%	3	23%	4	20%	28	29%
3 Dry pipe sprinklers	0	0%	1	20%	0	0%	0	0%	0	0%	1	5%	0	0%	0	0%	1	5%	3	3%
4 Halon	1	13%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	1	1%
5 Smoke detectors	6	75%	4	80%	5	71%	8	89%	2	40%	10	50%	4	100%	7	54%	11	55%	57	83%
6 Heat detectors	2	25%	3	60%	5	71%	8	87%	2	40%	3	15%	1	25%	4	31%	3	15%	29	32%
7 Ionization detectors	2	25%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	2	2%

	Over 10,000		5,000-9,999		2,500-4,999		1,000-2,499		500-999		100-499		50-99		1-49		NO SUCH COLLECTION		ALL	
	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%
16b. Where are these systems installed (Storage areas)?	n=	3	n=	3	n=	4	n=	2	n=	1	n=	2	n=	0	n=	1	n=	2	n=	18
1 Fire extinguishers	2	67%	1	33%	3	75%	0	0%	0	0%	1	50%	0	0%	0	0%	0	0%	7	39%
2 Wet pipe sprinklers	0	0%	0	0%	0	0%	1	50%	0	0%	0	0%	0	0%	1	100%	1	50%	3	17%
3 Dry pipe sprinklers	0	0%	0	0%	1	25%	1	50%	0	0%	1	50%	0	0%	0	0%	0	0%	3	17%
4 Halon	0	0%	1	33%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	1	8%
5 Smoke detectors	1	33%	0	0%	2	50%	1	50%	0	0%	0	0%	0	0%	0	0%	1	50%	5	28%
8 Heat detectors	2	67%	1	33%	2	50%	1	50%	1	100%	0	0%	0	0%	0	0%	0	0%	7	39%
7 Ionization detectors	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
18b. Where are these systems installed (Vault)?	n=	1	n=	1	n=	2	n=	1	n=	1	n=	0	n=	0	n=	0	n=	0	n=	6
1 Fire extinguishers	1	100%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	1	17%
2 Wet pipe sprinklers	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
3 Dry pipe sprinklers	0	0%	0	0%	0	0%	1	100%	0	0%	0	0%	0	0%	0	0%	0	0%	1	17%
4 Halon	0	0%	1	100%	2	100%	1	100%	0	0%	0	0%	0	0%	0	0%	0	0%	4	67%
5 Smoke detectors	1	100%	0	0%	2	100%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	3	50%
6 Heat detectors	1	100%	0	0%	2	100%	0	0%	1	100%	0	0%	0	0%	0	0%	0	0%	4	67%
7 Ionization detectors	0	0%	0	0%	0	0%	1	100%	0	0%	0	0%	0	0%	0	0%	0	0%	1	17%
16b. Where are these systems installed (Spec. collect.)?	n=	2	n=	0	n=	3	n=	2	n=	1	n=	2	n=	1	n=	2	n=	1	n=	14
1 Fire extinguishers	1	50%	0	0%	2	87%	1	50%	1	100%	1	50%	0	0%	1	50%	0	0%	7	50%
2 Wet pipe sprinklers	0	0%	0	0%	0	0%	0	0%	0	0%	1	50%	0	0%	0	0%	0	0%	1	7%
3 Dry pipe sprinklers	0	0%	0	0%	0	0%	1	50%	0	0%	1	50%	0	0%	0	0%	0	0%	2	14%
4 Halon	0	0%	0	0%	2	67%	1	50%	0	0%	1	50%	0	0%	1	50%	0	0%	5	36%
5 Smoke detectors	1	50%	0	0%	3	100%	1	50%	0	0%	1	50%	0	0%	0	0%	1	100%	7	50%
8 Heat detectors	2	100%	0	0%	2	67%	1	50%	1	100%	0	0%	1	100%	0	0%	0	0%	7	50%
7 Ionization detectors	0	0%	0	0%	0	0%	1	50%	0	0%	0	0%	0	0%	0	0%	0	0%	1	7%
16c. Inspected regularly?	n=	7	n=	5	n=	8	n=	8	n=	5	n=	20	n=	4	n=	14	n=	20	n=	91
1 No	0	0%	0	0%	0	0%	1	13%	0	0%	1	5%	0	0%	2	14%	0	0%	4	4%
2 Annually	3	43%	4	80%	5	63%	4	50%	2	40%	9	45%	1	25%	7	50%	9	45%	44	48%
3 Twice a Year	2	29%	0	0%	6	75%	2	25%	2	40%	3	15%	1	25%	2	14%	5	25%	23	25%
4 More than twice a year	0	0%	0	0%	0	0%	0	0%	1	20%	1	5%	0	0%	3	21%	5	25%	10	11%
5 Don't know	2	29%	1	20%	2	25%	1	13%	0	0%	6	30%	2	50%	0	0%	1	5%	15	18%
					1															
16d. How are they inspected?	n=	6	n=	5	n=	8	n=	7	n=	5	n=	18	n=	4	n=	12	n=	19	n=	86
1 With a match	0	0%	0	0%	2	25%	0	0%	0	0%	0	0%	0	0%	0	0%	1	5%	3	3%
2 Professionally-trained personnel	5	83%	4	80%	7	88%	8	86%	5	100%	9	50%	4	100%	10	83%	14	74%	84	74%
3 Fire marshall	2	25%	4	80%	2	25%	3	43%	1	20%	5	28%	0	0%	3	25%	6	32%	28	30%
4 Don't know	1	13%	0	0%	1	13%	0	0%	0	0%	6	33%	0	0%	1	8%	3	18%	12	14%
17. Connected to fire department?	n=	8	n=	8	n=	8	n=	8	n=	4	n=	22	n=	4	n=	13	n=	20	n=	93
1 No	3	38%	4	67%	1	13%	4	50%	2	50%	10	45%	2	50%	5	38%	5	25%	38	39%
2 Yes	5	63%	2	33%	7	88%	4	50%	2	50%	12	55%	2	50%	8	62%	15	75%	57	61%
18. Are water alarms present?	n=	8	n=	5	n=	8	n=	8	n=	5	n=	23	n=	4	n=	15	n=	23	n=	99
1 No	8	100%	2	40%	8	100%	5	63%	5	100%	23	100%	4	100%	14	93%	20	87%	89	90%
2 Throughout the facility	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	1	7%	3	13%	4	4%
3 Selected areas only	0	0%	3	60%	0	0%	3	38%	0	0%	0	0%	0	0%	0	0%	0	0%	8	8%
19. Has a building survey been done?	n=	8	n=	8	n=	8	n=	9	n=	5	n=	25	n=	5	n=	14	n=	24	n=	104
1 No	8	75%	4	67%	3	38%	5	56%	2	40%	20	80%	3	60%	13	93%	20	83%	76	73%
2 Yes	2	25%	2	33%	5	63%	4	44%	3	60%	5	20%	2	40%	1	7%	4	17%	28	27%
19a. Who performed the building survey?	n=	2	n=	2	n=	5	n=	3	n=	3	n=	5	n=	1	n=	2	n=	3	n=	26
1 NEDCC	0	0%	1	50%	4	80%	2	67%	1	33%	1	20%	1	100%	1	50%	0	0%	11	42%
2 Independent Consultant	1	50%	1	50%	0	0%	1	33%	1	33%	1	20%	0	0%	1	50%	1	33%	7	27%
3 Society of American Archivists	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
4 Staff	1	50%	0	0%	1	20%	0	0%	1	33%	3	60%	0	0%	0	0%	2	67%	8	31%

	Over 10,000		5,000-9,999		2,500-4,999		1,000-2,499		500-999		100-499		50-99		1-49		NO SUCH COLLECTION		ALL	
	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%
20. Is there a preservation plan?	n=	8	n=	6	n=	8	n=	9	n=	5	n=	25	n=	4	n=	13	n=	23	n=	101
1 No	6	75%	6	100%	6	75%	6	67%	4	80%	23	92%	2	50%	13	100%	22	96%	88	87%
2 Yes	2	25%	0	0%	2	25%	3	33%	1	20%	2	8%	2	50%	0	0%	1	4%	13	13%
21. Has a collection survey been done?	n=	8	n=	6	n=	8	n=	9	n=	5	n=	25	n=	5	n=	15	n=	25	n=	106
1 No	8	100%	3	50%	5	63%	7	78%	3	60%	20	80%	3	60%	12	80%	19	76%	80	75%
2 Yes	0	0%	3	50%	3	38%	2	22%	2	40%	5	20%	2	40%	3	20%	6	24%	26	25%
21a. Who performed the collection survey?	n=	0	n=	3	n=	3	n=	2	n=	2	n=	6	n=	2	n=	3	n=	8	n=	27
1 NEDCC	0	0%	1	33%	2	67%	1	50%	0	0%	2	33%	1	50%	1	33%	0	0%	8	30%
2 Independent consultant	0	0%	1	33%	0	0%	1	50%	1	50%	1	17%	0	0%	0	0%	0	0%	4	15%
3 Staff	0	0%	1	33%	1	33%	0	0%	1	50%	3	50%	1	50%	2	67%	6	100%	15	56%
23. Person with preservation skills identified?	n=	6	n=	6	n=	8	n=	9	n=	5	n=	24	n=	5	n=	14	n=	22	n=	99
1 No	1	17%	0	0%	1	13%	0	0%	1	20%	8	33%	2	40%	8	57%	11	50%	32	32%
2 Yes	5	83%	6	100%	7	88%	9	100%	4	80%	16	67%	3	60%	6	43%	11	50%	67	68%
24. Person with preservation skills on staff?	n=	8	n=	6	n=	8	n=	9	n=	5	n=	25	n=	5	n=	13	n=	21	n=	100
1 No	1	13%	1	17%	2	25%	2	22%	2	40%	14	56%	4	80%	11	85%	14	87%	51	51%
2 Yes	7	88%	5	83%	8	75%	7	78%	3	80%	11	44%	1	20%	2	15%	7	33%	49	49%
24b. Has this person run workshops for the staff?	n=	7	n=	8	n=	8	n=	8	n=	1	n=	12	n=	1	n=	1	n=	7	n=	47
1 No	4	57%	2	33%	3	50%	2	33%	0	0%	8	87%	1	100%	1	100%	6	86%	27	57%
2 Yes	3	43%	4	67%	3	50%	4	67%	1	100%	4	33%	0	0%	0	0%	1	14%	20	43%
25. Attended preservation education programs?	n=	8	n=	4	n=	8	n=	9	n=	5	n=	25	n=	5	n=	15	n=	22	n=	101
1 No	1	13%	1	25%	1	13%	2	22%	1	20%	9	36%	1	20%	4	27%	13	59%	33	33%
2 Regional programs	5	63%	4	100%	8	75%	8	67%	3	60%	11	44%	2	40%	9	60%	6	27%	52	51%
3 State programs	3	38%	2	50%	4	50%	0	0%	1	20%	4	16%	0	0%	1	7%	3	14%	18	18%
4 National programs	5	63%	3	75%	4	50%	4	44%	1	20%	1	4%	1	20%	0	0%	4	18%	23	23%
5 Professional organizations	3	38%	3	75%	5	63%	5	56%	2	40%	8	32%	3	60%	8	40%	4	18%	39	39%
8 University courses	3	38%	1	25%	3	38%	4	44%	1	20%	5	20%	2	40%	0	0%	1	5%	20	20%
7 Professional conferences	8	75%	3	75%	4	50%	5	56%	2	40%	3	12%	1	20%	1	7%	1	5%	26	26%
25a. Preservation topics taught?	n=	8	n=	4	n=	7	n=	8	n=	4	n=	17	n=	4	n=	10	n=	10	n=	68
1 Environmental controls	2	33%	2	50%	8	86%	8	100%	3	75%	7	41%	2	50%	1	10%	5	50%	34	50%
2 Basic repairs	3	50%	4	100%	7	100%	6	100%	3	75%	10	59%	4	100%	4	40%	4	40%	45	66%
3 Storage	3	50%	4	100%	7	100%	6	100%	3	75%	7	41%	2	50%	4	40%	4	40%	40	59%
4 Proper shelving	2	33%	3	75%	5	71%	8	100%	3	75%	8	47%	3	75%	3	30%	8	60%	39	57%
5 Care and handling	5	83%	4	100%	5	71%	8	100%	3	75%	13	76%	4	100%	3	30%	5	50%	48	71%
8 Security	4	87%	2	50%	5	71%	5	83%	3	75%	5	29%	1	25%	1	10%	3	30%	29	43%
7 Disaster preparedness	4	67%	3	75%	6	86%	8	100%	4	100%	11	85%	1	25%	8	60%	7	70%	48	71%
8 Protective enclosures	3	50%	3	75%	4	57%	4	87%	3	75%	8	47%	1	25%	2	20%	2	20%	30	44%
9 Library binding	4	67%	3	75%	5	71%	5	83%	4	100%	8	47%	1	25%	2	20%	4	40%	38	53%
10 Care of photographs	2	33%	3	75%	5	71%	4	67%	2	50%	8	35%	1	25%	2	20%	1	10%	28	38%
11 Nature of photographs	1	17%	2	50%	5	71%	3	50%	2	50%	4	24%	0	0%	1	10%	0	0%	18	28%
12 Conservation of photographs	2	33%	3	75%	5	71%	3	50%	2	50%	5	29%	0	0%	1	10%	1	10%	22	32%
13 Preservation microfilming	3	50%	2	50%	5	71%	4	67%	2	50%	5	29%	1	25%	1	10%	2	20%	25	37%
14 Preservation management	2	33%	3	75%	4	57%	4	67%	3	75%	3	18%	1	25%	0	0%	2	20%	22	32%
15 Conservation treatment	3	50%	3	75%	4	57%	3	50%	2	50%	8	35%	1	25%	1	10%	1	10%	24	35%
16 Advanced hands-on	3	50%	1	25%	2	29%	2	33%	1	25%	4	24%	0	0%	0	0%	1	10%	14	21%
17 Deacidification	2	33%	1	25%	3	43%	1	17%	1	25%	4	24%	1	25%	3	30%	2	20%	18	28%
18 Pest control	1	17%	1	25%	2	29%	2	33%	1	25%	3	18%	1	25%	0	0%	1	10%	12	18%
28. Familiar with NEDCC?	n=	8	n=	8	n=	8	n=	9	n=	5	n=	28	n=	5	n=	15	n=	25	n=	107
1 No	1	13%	0	0%	0	0%	0	0%	0	0%	1	4%	1	20%	3	20%	9	36%	15	14%
2 Yes	7	88%	6	100%	8	100%	9	100%	5	100%	25	96%	4	80%	12	80%	16	64%	92	88%
26a. Contracted work with NEDCC?	n=	7	n=	8	n=	8	n=	9	n=	4	n=	25	n=	4	n=	12	n=	18	n=	91
1 No	3	43%	0	0%	2	25%	2	22%	4	100%	15	80%	2	50%	10	83%	16	100%	54	59%
2 Yes	4	57%	6	100%	8	75%	7	78%	0	0%	10	40%	2	50%	2	17%	0	0%	37	41%

	Over 10,000		5,000-9,999		2,500-4,999		1,000-2,499		500-999		100-499		50-99		1-49		NO SUCH COLLECTION		ALL	
	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%
26b. Services used?	n=	4	n=	6	n=	6	n=	7	n=	0	n=	12	n=	2	n=	2	n=	0	n=	39
1 Preservation microfilming	2	50%	1	17%	0	0%	1	14%	0	0%	4	33%	0	0%	0	0%	0	0%	6	21%
2 Book conservation	3	75%	2	33%	1	17%	1	14%	0	0%	4	33%	1	50%	1	50%	0	0%	13	33%
3 Surveys	4	100%	4	67%	5	83%	4	57%	0	0%	2	17%	2	100%	2	100%	0	0%	23	59%
4 Paper conservation	1	25%	5	83%	1	17%	0	0%	0	0%	1	8%	1	50%	0	0%	0	0%	9	23%
5 Photograph conservation	1	25%	2	33%	0	0%	0	0%	0	0%	5	42%	1	50%	0	0%	0	0%	9	23%
6 Photographic copying	0	0%	0	0%	0	0%	2	29%	0	0%	0	0%	0	0%	0	0%	0	0%	2	5%
7 Workshops	1	25%	2	33%	2	33%	1	14%	0	0%	3	25%	1	50%	0	0%	0	0%	10	26%
8 Disaster assistance	1	25%	1	17%	3	50%	3	43%	0	0%	0	0%	0	0%	0	0%	0	0%	6	21%
27. Photocopy machines available to patrons?	n=	8	n=	8	n=	6	n=	9	n=	5	n=	28	n=	5	n=	15	n=	25	n=	107
1 No	0	0%	0	0%	0	0%	0	0%	1	20%	1	4%	1	20%	0	0%	2	8%	5	5%
2 Yes	6	100%	6	100%	6	100%	9	100%	4	80%	25	96%	4	60%	15	100%	23	92%	102	95%
27a. Policy regarding use of photocopy machines?	n=	8	n=	6	n=	6	n=	9	n=	5	n=	26	n=	5	n=	15	n=	25	n=	107
1 No restrictions	2	25%	1	17%	3	38%	6	87%	2	40%	13	50%	1	20%	12	60%	17	68%	57	53%
2 Certain items not photocopied	5	63%	2	33%	4	50%	4	44%	3	60%	10	38%	2	40%	3	20%	5	20%	38	38%
3 Certain items by patrons	3	36%	1	17%	3	38%	3	33%	1	20%	4	15%	0	0%	2	13%	1	4%	16	17%
4 Certain items by staff only	4	50%	5	83%	4	50%	3	33%	2	40%	9	35%	2	40%	2	13%	1	4%	32	30%
5 All items by staff	2	25%	1	17%	3	38%	1	11%	1	20%	0	0%	0	0%	0	0%	0	0%	6	7%
28. Is the staff trained to shelve properly?	n=	6	n=	6	n=	6	n=	7	n=	5	n=	26	n=	5	n=	15	n=	24	n=	104
1 No	0	0%	2	33%	3	36%	4	57%	2	40%	13	50%	1	20%	9	60%	11	46%	45	43%
2 Yes	6	100%	4	67%	5	63%	3	43%	3	60%	13	50%	4	80%	6	40%	13	54%	59	57%
28a. How is staff trained to shelve materials?	n=	6	n=	3	n=	5	n=	3	n=	3	n=	13	n=	4	n=	5	n=	13	n=	57
1 Tilt volume by headcap	2	25%	0	0%	0	0%	0	0%	0	0%	1	8%	0	0%	1	20%	2	15%	6	11%
2 Push volumes on either side	7	88%	3	100%	5	100%	3	100%	3	100%	11	65%	2	50%	4	60%	6	62%	46	61%
3 Tilt with pressure on textblock	2	25%	2	67%	2	40%	2	87%	0	0%	2	15%	2	50%	1	20%	3	23%	16	28%
4 Bookends reajusted	6	75%	2	67%	4	80%	3	100%	2	67%	6	62%	4	100%	3	60%	11	85%	43	75%
29. Shelving of oversized volumes?	n=	6	n=	8	n=	6	n=	9	n=	5	n=	25	n=	4	n=	14	n=	24	n=	103
1 Spine up	1	13%	1	17%	1	13%	5	56%	0	0%	8	32%	2	50%	3	21%	8	33%	29	28%
2 Spine down	2	25%	2	33%	3	38%	1	11%	2	40%	3	12%	2	50%	2	14%	1	4%	16	17%
3 Upright, separate shelves	7	66%	4	67%	7	88%	4	44%	3	60%	14	56%	1	25%	8	57%	15	63%	63	61%
4 Flat on separate shelves	7	66%	6	100%	5	63%	6	89%	2	40%	17	68%	3	75%	7	50%	12	50%	87	65%
30. Paper mended how?	n=	7	n=	5	n=	6	n=	9	n=	5	n=	24	n=	5	n=	15	n=	19	n=	97
1 None done	0	0%	0	0%	0	0%	2	22%	1	20%	7	29%	1	20%	2	13%	3	16%	16	16%
2 "Archival" tape	4	57%	1	20%	8	100%	4	44%	3	60%	13	54%	2	40%	4	27%	9	47%	48	49%
3 Scotch tape	0	0%	0	0%	1	13%	1	11%	1	20%	3	13%	2	40%	9	60%	7	37%	24	25%
4 Elmer's glue	0	0%	1	20%	1	13%	0	0%	0	0%	2	8%	1	20%	4	27%	3	16%	12	12%
5 Library paste	0	0%	1	20%	0	0%	2	22%	1	20%	5	21%	2	40%	4	27%	8	32%	21	22%
8 Japanese tissue and starch paste	6	66%	4	80%	1	13%	5	56%	2	40%	5	21%	0	0%	1	7%	1	5%	25	26%
7 Heat set tissue	1	14%	2	40%	2	25%	0	0%	0	0%	1	4%	0	0%	1	7%	0	0%	7	7%
31. Books mended how?	n=	8	n=	5	n=	6	n=	9	n=	5	n=	24	n=	4	n=	13	n=	23	n=	99
1 Not applicable	2	25%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	1	8%	5	22%	6	8%
2 None done	1	13%	1	20%	1	13%	2	22%	2	40%	9	38%	2	50%	2	15%	2	9%	22	22%
3 Cloth tape	2	25%	1	20%	4	50%	3	33%	0	0%	9	38%	2	50%	9	69%	10	43%	40	40%
4 "Archival" tape	1	13%	1	20%	1	13%	3	33%	2	40%	5	21%	1	25%	2	15%	3	13%	19	19%
5 Scotch tape	0	0%	0	0%	0	0%	0	0%	0	0%	2	8%	0	0%	3	23%	2	9%	7	7%
6 Bookcloth and PVA	4	50%	2	40%	4	50%	5	56%	1	20%	4	17%	1	25%	1	8%	5	22%	27	27%
7 In-house recasing	2	25%	2	40%	4	50%	3	33%	1	20%	4	17%	0	0%	1	8%	1	4%	18	18%
32. Oversized prints, etc. housed how?	n=	6	n=	8	n=	6	n=	8	n=	3	n=	19	n=	4	n=	7	n=	7	n=	68
1 Around or in a tube	2	25%	3	50%	4	67%	2	25%	3	100%	5	26%	2	50%	1	14%	2	29%	24	35%
2 Rolled in acidic kraft	1	13%	1	17%	0	0%	0	0%	0	0%	1	5%	0	0%	0	0%	0	0%	3	4%
3 Rolled in alkaline kraft	0	0%	0	0%	2	33%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	2	3%
4 Flat in metal map cases	7	66%	6	100%	3	50%	7	88%	1	33%	10	53%	2	50%	5	71%	5	71%	46	68%
5 Large "archival" boxes	4	50%	6	100%	3	50%	3	38%	1	33%	6	42%	0	0%	1	14%	0	0%	26	38%

	Over 10,000		5,000-9,999		2,500-4,999		1,000-2,499		500-999		100-499		50-99		1-49		NO SUCH COLLECTION		ALL	
	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%
32a. Oversized prints, etc. housed where?	n=	8	n=	8	n=	6	n=	6	n=	3	n=	17	n=	2	n=	7	n=	10	n=	67
1 General stacks	2	25%	1	17%	4	67%	3	38%	1	33%	6	35%	0	0%	3	43%	7	70%	27	40%
2 Special collections	7	86%	4	67%	8	100%	7	88%	2	67%	9	53%	1	50%	3	43%	3	30%	42	63%
3 Closed stacks	3	36%	5	83%	2	33%	3	38%	2	67%	6	35%	1	50%	3	43%	2	20%	27	40%
33. Are microforms housed in the facility?	n=	8	n=	6	n=	6	n=	9	n=	5	n=	28	n=	5	n=	15	n=	26	n=	108
1 No	1	13%	0	0%	0	0%	0	0%	0	0%	2	8%	0	0%	2	13%	4	15%	9	8%
2 Yes	7	86%	6	100%	8	100%	9	100%	5	100%	24	92%	5	100%	13	87%	22	85%	99	92%
33a. Types of microforms ?	n=	7	n=	8	n=	6	n=	9	n=	5	n=	24	n=	5	n=	13	n=	22	n=	99
1 Microfilms	8	66%	5	83%	8	100%	9	100%	5	100%	22	92%	4	80%	13	100%	22	100%	94	95%
2 Preservation microfilm	2	29%	5	83%	5	63%	4	44%	1	20%	9	38%	0	0%	0	0%	0	0%	26	28%
3 Microfiche	7	100%	8	100%	7	88%	8	89%	5	100%	23	96%	5	100%	12	92%	19	86%	92	93%
4 Microcards	3	43%	3	50%	5	63%	6	67%	2	40%	5	21%	2	40%	0	0%	4	18%	30	30%
33b. Where are the master negatives stored?	n=	7	n=	5	n=	8	n=	9	n=	5	n=	24	n=	5	n=	12	n=	23	n=	98
1 Off-site storage in a vault	4	57%	2	40%	5	63%	4	44%	0	0%	4	17%	1	20%	1	8%	1	4%	22	22%
2 General stacks	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
3 Microform reading room	0	0%	0	0%	0	0%	0	0%	0	0%	2	8%	0	0%	0	0%	1	4%	3	3%
4 Special collections	2	29%	3	60%	3	38%	1	11%	1	20%	4	17%	0	0%	0	0%	1	4%	15	15%
5 Closed stacks	0	0%	2	40%	3	38%	1	11%	1	20%	0	0%	0	0%	0	0%	0	0%	7	7%
6 Don't have any	1	14%	0	0%	2	25%	4	44%	2	40%	14	58%	4	80%	11	92%	21	91%	59	80%
7 Don't know	1	14%	1	20%	0	0%	2	22%	1	20%	3	13%	0	0%	0	0%	0	0%	8	8%
33c. Where are the use copies stored?	n=	8	n=	6	n=	7	n=	9	n=	5	n=	23	n=	4	n=	10	n=	19	n=	89
1 General stacks	0	0%	1	17%	2	29%	4	44%	0	0%	5	22%	0	0%	5	50%	9	47%	26	29%
2 Microform reading room	4	87%	4	67%	4	57%	5	56%	3	60%	17	74%	2	50%	5	50%	9	47%	53	60%
3 Special collections	1	17%	3	50%	4	57%	5	56%	0	0%	6	26%	1	25%	1	10%	0	0%	21	24%
4 Closed stacks	4	87%	1	17%	1	14%	1	11%	2	40%	0	0%	1	25%	0	0%	2	11%	12	13%
33d. How are microfilms housed?	n=	7	n=	8	n=	6	n=	9	n=	5	n=	23	n=	5	n=	12	n=	22	n=	97
1 Plastic reels	7	100%	6	100%	6	100%	9	100%	4	60%	22	96%	4	80%	10	63%	22	100%	92	95%
2 Metal reels	2	29%	3	50%	4	50%	2	22%	1	20%	5	22%	1	20%	2	17%	3	14%	23	24%
3 Rubber bands	2	29%	3	50%	3	36%	3	33%	2	40%	10	43%	3	80%	6	87%	12	55%	46	47%
4 Alkaline ties	6	86%	2	33%	4	50%	4	44%	2	40%	6	26%	2	40%	3	25%	5	23%	34	35%
5 Acidic boxes	3	43%	1	17%	5	63%	7	78%	2	40%	9	39%	2	40%	5	42%	5	23%	39	40%
8 Alkaline boxes	5	71%	5	83%	8	75%	6	67%	4	60%	8	35%	3	80%	1	8%	8	27%	44	45%
34. Binder a member of the Library Binding Institute?	n=	7	n=	6	n=	8	n=	9	n=	5	n=	25	n=	4	n=	14	n=	28	n=	104
1 No	0	0%	1	17%	0	0%	0	0%	0	0%	3	12%	0	0%	1	7%	2	6%	7	7%
2 No binding done	0	0%	0	0%	0	0%	0	0%	0	0%	2	8%	0	0%	2	14%	5	19%	9	9%
3 Yes	5	71%	2	33%	8	100%	6	89%	4	80%	14	56%	4	100%	8	57%	11	42%	84	82%
4 Don't know	2	29%	3	50%	0	0%	1	11%	1	20%	6	24%	0	0%	3	21%	8	31%	24	23%
35. Adheres to LBI stds?	n=	7	n=	5	n=	6	n=	9	n=	5	n=	20	n=	4	n=	12	n=	20	n=	90
1 No	1	14%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	1	5%	2	2%
2 Yes	5	71%	2	40%	8	100%	6	89%	4	80%	13	65%	3	75%	6	50%	10	50%	59	66%
3 Don't know	1	14%	3	60%	0	0%	1	11%	1	20%	7	35%	1	25%	6	50%	9	45%	29	32%
36. Binding decision-makers?	n=	7	n=	5	n=	8	n=	9	n=	5	n=	20	n=	4	n=	12	n=	17	n=	87
1 Librarian	5	71%	4	80%	8	75%	5	56%	3	60%	15	75%	4	100%	7	58%	9	53%	58	87%
2 Binding prep. staff	5	71%	4	80%	4	50%	4	44%	1	20%	8	30%	3	75%	3	25%	8	35%	38	41%
3 Bindery and library staff	1	14%	1	20%	1	13%	3	33%	3	60%	4	20%	0	0%	5	42%	5	29%	23	28%
4 Bindery staff	1	14%	2	40%	3	36%	0	0%	1	20%	4	20%	0	0%	1	8%	2	12%	14	16%
39. Facility houses special collections?	n=	7	n=	8	n=	8	n=	8	n=	5	n=	27	n=	5	n=	15	n=	25	n=	108
1 No	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	4	27%	20	80%	24	23%
2 Yes	7	100%	6	100%	8	100%	8	100%	5	100%	27	100%	5	100%	11	73%	5	20%	82	77%

	Over 10,000		5,000-9,999		2,500-4,999		1,000-2,499		500-999		100-499		50-99		1-49		NO SUCH COLLECTION		ALL	
	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%
39a. Materials in special collections?	n=	7	n=	6	n=	6	n=	9	n=	5	n=	27	n=	5	n=	10	n=	5	n=	82
1 Rare books	7	100%	5	83%	6	75%	9	100%	5	100%	22	61%	4	60%	6	60%	2	40%	66	63%
2 Manuscripts	6	66%	6	100%	7	68%	9	100%	4	60%	22	61%	3	60%	7	70%	0	0%	64	76%
3 Local records	1	14%	0	0%	3	38%	2	22%	2	40%	3	11%	0	0%	2	20%	0	0%	13	16%
4 Local history	2	29%	3	50%	5	63%	6	67%	3	60%	9	33%	1	20%	6	60%	1	20%	36	44%
5 Maps	5	71%	4	67%	5	63%	7	78%	3	60%	5	19%	3	60%	1	10%	1	20%	34	41%
6 Photographs	7	100%	6	100%	7	68%	9	100%	5	100%	23	65%	2	40%	7	70%	0	0%	66	80%
7 Art works	7	100%	2	33%	6	75%	7	78%	3	60%	13	48%	2	40%	4	40%	0	0%	44	54%
6 Microforms	4	57%	6	100%	6	75%	7	78%	4	60%	12	44%	4	60%	3	30%	1	20%	47	57%
9 Audio-visual materials	3	43%	5	83%	6	75%	7	78%	4	60%	15	56%	3	60%	3	30%	3	60%	49	60%
39b. Where are these collections housed?	n=	7	n=	6	n=	6	n=	9	n=	4	n=	27	n=	5	n=	9	n=	2	n=	77
1 Special collections	6	66%	4	67%	7	68%	9	100%	4	100%	24	69%	4	60%	6	69%	1	50%	67	87%
2 Vault	4	57%	1	17%	1	13%	2	22%	0	0%	3	11%	0	0%	0	0%	0	0%	11	14%
3 Closed stacks	5	71%	6	100%	6	75%	5	56%	0	0%	7	26%	2	40%	3	33%	1	50%	35	45%
39c. Where are these rooms located?	n=	7	n=	6	n=	6	n=	9	n=	5	n=	27	n=	5	n=	11	n=	5	n=	83
1 Basement	3	43%	2	33%	4	50%	4	44%	2	40%	6	30%	1	20%	3	27%	0	0%	27	33%
2 Attic	0	0%	1	17%	0	0%	0	0%	0	0%	2	7%	0	0%	0	0%	0	0%	3	4%
3 Upper floor	4	57%	5	83%	5	63%	5	56%	3	60%	12	44%	1	20%	3	27%	2	40%	40	48%
4 Main floor	2	29%	2	33%	1	13%	2	22%	1	20%	10	37%	2	40%	7	64%	2	40%	29	35%
5 Main building	4	57%	4	67%	6	75%	4	44%	2	40%	14	52%	5	100%	2	18%	2	40%	43	52%
6 Separate facility	4	57%	3	50%	1	13%	1	11%	0	0%	3	11%	0	0%	0	0%	1	20%	13	16%
40. Staff access to special collections materials?	n=	6	n=	5	n=	5	n=	6	n=	4	n=	16	n=	3	n=	6	n=	5	n=	58
1 Open without a key	3	50%	3	60%	4	60%	1	17%	0	0%	2	11%	0	0%	1	17%	4	80%	16	31%
2 Staff Key	1	17%	2	40%	0	0%	3	50%	0	0%	6	33%	2	67%	3	50%	1	20%	16	31%
3 Senior staff only	3	50%	0	0%	3	60%	2	33%	4	100%	10	56%	1	33%	2	33%	0	0%	25	43%
41. Patron access to spec. collections materials?	n=	7	n=	6	n=	6	n=	9	n=	5	n=	27	n=	5	n=	9	n=	5	n=	61
1 Open browsing	0	0%	0	0%	0	0%	0	0%	4	80%	1	4%	0	0%	1	11%	2	40%	8	10%
2 Materials retrieved and use supervised by staff	7	100%	6	100%	6	100%	7	78%	0	0%	23	85%	3	60%	7	76%	3	60%	64	79%
3 All materials at same time	2	29%	2	33%	2	25%	0	0%	1	20%	9	33%	2	40%	3	33%	1	20%	22	27%
4 Materials one at a time	1	14%	0	0%	4	50%	5	56%	0	0%	10	37%	1	20%	1	11%	0	0%	22	27%
42. Personal materials allowed in RR?	n=	7	n=	6	n=	7	n=	7	n=	5	n=	25	n=	5	n=	10	n=	6	n=	78
1 No restrictions	1	14%	1	17%	3	43%	3	43%	4	60%	17	68%	2	40%	7	70%	6	100%	44	56%
2 Paper and pencil only	6	66%	5	83%	5	71%	1	14%	0	0%	4	16%	2	40%	2	20%	0	0%	25	32%
3 Paper, pens, coats, etc.	0	0%	0	0%	0	0%	3	43%	1	20%	6	24%	0	0%	2	20%	0	0%	12	15%
4 No materials	1	14%	0	0%	0	0%	0	0%	0	0%	1	4%	1	20%	0	0%	0	0%	3	4%
43. Where are mss./archival materials housed?	n=	7	n=	6	n=	7	n=	9	n=	5	n=	26	n=	3	n=	11	n=	2	n=	76
1 In file cabinets	2	29%	4	67%	5	71%	5	56%	3	60%	15	58%	1	33%	6	73%	1	50%	44	58%
2 Corrugated boxes	2	29%	1	17%	3	43%	3	33%	1	20%	6	23%	0	0%	4	36%	1	50%	21	28%
3 Alkaline boxes	7	100%	6	100%	6	66%	6	89%	4	60%	25	96%	1	33%	7	64%	0	0%	64	84%
4 Manila folders	1	14%	2	33%	1	14%	3	33%	0	0%	10	38%	1	33%	7	64%	1	50%	26	34%
5 Alkaline folders	7	100%	6	100%	6	66%	9	100%	4	60%	21	81%	1	33%	6	55%	0	0%	60	79%
6 Scrapbooks	3	43%	3	50%	4	57%	4	44%	2	40%	14	54%	3	100%	6	55%	0	0%	39	51%

	Over 10,000		5,000-9,999		2,500-4,999		1,000-2,499		500-999		100-499		50-99		1-49		NO SUCH COLLECTION		ALL	
	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%
44. Routine processing tasks performed?	n= 7		n= 6		n= 6		n= 9		n= 5		n= 26		n= 4		n= 11		n= 3		n= 79	
1 Nothing	0	0%	0	0%	1	13%	0	0%	0	0%	5	19%	2	50%	4	36%	3	100%	15	19%
2 Remove staples	7	100%	4	67%	7	88%	9	100%	4	80%	17	65%	0	0%	1	9%	0	0%	49	62%
3 Unfold	4	57%	4	67%	6	75%	9	100%	4	60%	14	54%	0	0%	2	18%	0	0%	43	54%
4 Placed in alkaline folders	7	100%	5	83%	7	88%	9	100%	4	60%	19	73%	0	0%	6	55%	0	0%	57	72%
5 Remove photos	6	86%	6	100%	6	100%	7	78%	2	40%	17	65%	1	25%	4	36%	0	0%	51	65%
6 Remove newsprint, etc.	7	100%	5	83%	7	88%	6	89%	3	60%	14	54%	1	25%	5	45%	0	0%	50	63%
7 Humidify and flatten	0	0%	3	50%	3	38%	4	44%	2	40%	0	0%	0	0%	0	0%	0	0%	12	15%
45. Disaster plan prepared?	n= 7		n= 6		n= 8		n= 9		n= 5		n= 26		n= 5		n= 15		n= 24		n= 105	
1 No	3	43%	2	33%	2	25%	2	22%	2	40%	21	81%	4	80%	12	80%	19	79%	67	64%
2 Yes	4	57%	3	50%	1	13%	4	44%	2	40%	1	4%	0	0%	1	7%	3	13%	19	18%
3 In preparation	0	0%	1	17%	5	63%	3	33%	1	20%	4	15%	1	20%	2	13%	2	8%	19	18%
45a. Disaster plan components?	n= 5		n= 4		n= 6		n= 7		n= 3		n= 7		n= 1		n= 2		n= 5		n= 40	
1 Response outline	5	100%	2	50%	6	100%	5	71%	2	67%	5	71%	1	100%	2	100%	5	100%	33	83%
2 Supplies stored off-site	4	80%	2	50%	6	100%	2	29%	2	67%	2	29%	1	100%	2	100%	5	100%	26	65%
3 Emergency supplies list	5	100%	3	75%	6	100%	6	86%	2	67%	7	100%	1	100%	2	100%	5	100%	37	93%
4 Description of emergency procedures	5	100%	3	75%	6	100%	7	100%	2	67%	6	86%	1	100%	2	100%	5	100%	37	93%
5 Recovery priorities	1	20%	2	50%	5	83%	5	71%	2	67%	5	71%	0	0%	0	0%	3	60%	23	58%
6 List of staff volunteers	2	40%	2	50%	5	83%	5	71%	1	33%	4	57%	0	0%	1	50%	4	80%	24	60%
7 Community resources	4	80%	4	100%	6	100%	4	57%	2	67%	8	86%	1	100%	2	100%	4	80%	33	83%
8 Conservation experts	5	100%	4	100%	5	83%	5	71%	1	33%	7	100%	0	0%	1	50%	4	80%	32	80%
51. Preservation money allocated?	n= 6		n= 6		n= 7		n= 9		n= 5		n= 23		n= 5		n= 15		n= 24		n= 102	
1 No	0	0%	0	0%	1	14%	1	11%	2	40%	6	26%	2	40%	12	80%	16	67%	40	39%
2 Yes	6	100%	8	100%	6	86%	8	89%	3	60%	17	74%	3	60%	3	20%	8	33%	62	61%

APPENDIX L

SPECIAL LIBRARIES BY SIZE OF ARCHIVAL HOLDINGS

	Over 10,000		5,000-9,999		2,500-4,999		1,000-2,499		500-999		100-499		50-99		1-49		NO SUCH COLLECTION		
	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%
3. Predominant material facility construction	n=	2	n=	6	n=	2	n=	5	n=	6	n=	10	n=	5	n=	9	n=	3	n=	50
1 Stone	0	0%	1	17%	1	50%	0	0%	1	13%	3	30%	2	40%	4	44%	2	67%	14	28%
2 Brick	0	0%	3	50%	2	100%	5	100%	6	75%	5	50%	4	80%	4	44%	1	33%	30	60%
3 Wood	1	50%	4	67%	0	0%	1	20%	2	25%	1	10%	2	40%	3	33%	0	0%	14	28%
4 Concrete	2	100%	1	17%	1	50%	4	80%	4	50%	4	40%	2	40%	3	33%	2	67%	23	46%
5 Glass	2	100%	2	33%	1	50%	1	20%	0	0%	0	0%	2	40%	2	22%	1	33%	11	22%
6 Steel	1	50%	3	50%	0	0%	2	40%	2	25%	3	30%	1	20%	2	22%	1	33%	15	30%
7 Don't know	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
4. Condition of roof and exterior walls	n=	2	n=	6	n=	2	n=	5	n=	6	n=	10	n=	4	n=	9	n=	3	n=	49
1 Good condition	1	50%	5	83%	2	100%	5	100%	5	63%	7	70%	2	50%	6	67%	3	100%	36	73%
2 Exterior walls are insulated	1	50%	3	50%	1	50%	1	20%	1	13%	2	20%	0	0%	2	22%	2	67%	13	27%
3 Exterior walls not insulated	1	50%	1	17%	0	0%	4	80%	3	38%	3	30%	4	100%	3	33%	0	0%	19	39%
4 Condensation occurs on walls/windows	1	50%	1	17%	1	50%	0	0%	1	13%	1	10%	0	0%	0	0%	0	0%	5	10%
5 Exterior walls leak	1	50%	0	0%	0	0%	0	0%	0	0%	2	20%	1	25%	1	11%	0	0%	5	10%
6 Roof/attic is insulated	1	50%	4	67%	1	50%	2	40%	2	25%	2	20%	1	25%	3	33%	1	33%	17	35%
7 Roof/attic is not insulated	1	50%	0	0%	1	50%	1	20%	3	38%	3	30%	1	25%	4	44%	0	0%	14	29%
8 Water accumulates on roof	0	0%	2	33%	0	0%	0	0%	2	25%	8	80%	1	25%	1	11%	0	0%	14	29%
9 Roof leaks	1	50%	1	17%	0	0%	0	0%	1	13%	0	0%	1	25%	2	22%	0	0%	6	12%
10 Don't know	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	1	25%	0	0%	0	0%	1	2%
5. Which of the rooms exist in your facility?	n=	2	n=	8	n=	2	n=	5	n=	6	n=	10	n=	5	n=	8	n=	3	n=	49
1 None	0	0%	0	0%	0	0%	2	40%	1	13%	0	0%	1	20%	1	13%	1	33%	6	12%
2 Attic	1	50%	1	17%	1	50%	0	0%	2	25%	5	50%	1	20%	2	25%	0	0%	13	27%
3 Basement stacks	2	100%	4	67%	2	100%	3	60%	4	50%	2	20%	3	60%	5	63%	1	33%	26	53%
4 Storage room(s)	2	100%	6	100%	2	100%	1	20%	3	38%	8	80%	1	20%	6	75%	2	67%	31	63%
5 Non-stack basement	1	50%	3	50%	1	50%	1	20%	4	50%	5	50%	0	0%	2	25%	0	0%	17	35%
5a. What is the condition of the attic?	n=	1	n=	1	n=	0	n=	0	n=	2	n=	5	n=	1	n=	3	n=	0	n=	13
1 Clean	1	100%	1	100%	0	0%	0	0%	2	100%	3	60%	0	0%	2	67%	0	0%	9	69%
2 Cluttered	1	100%	0	0%	0	0%	0	0%	0	0%	1	20%	0	0%	0	0%	0	0%	2	15%
3 Dirty	0	0%	0	0%	0	0%	0	0%	0	0%	2	40%	1	100%	1	33%	0	0%	4	31%
4 Dry	0	0%	1	100%	0	0%	0	0%	2	100%	2	40%	0	0%	2	67%	0	0%	7	54%
5 Wet	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	1	100%	0	0%	0	0%	1	8%
6 Rodents	1	100%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	1	8%
7 Insects	1	100%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	1	8%
6 Mold	1	100%	0	0%	0	0%	0	0%	0	0%	0	0%	1	100%	0	0%	0	0%	2	15%
5a. What is the condition of the basement stacks?	n=	2	n=	4	n=	2	n=	3	n=	3	n=	2	n=	2	n=	4	n=	1	n=	23
1 Clean	1	50%	3	75%	1	50%	2	67%	2	67%	0	0%	1	50%	3	75%	1	100%	14	61%
2 Cluttered	2	100%	0	0%	0	0%	0	0%	1	33%	1	50%	1	50%	2	50%	0	0%	7	30%
3 Dirty	0	0%	1	25%	0	0%	0	0%	0	0%	2	100%	1	50%	0	0%	0	0%	4	17%
4 Dry	0	0%	1	25%	1	50%	3	100%	0	0%	0	0%	0	0%	3	75%	1	100%	9	39%
5 Wet	1	50%	0	0%	1	50%	0	0%	0	0%	1	50%	2	100%	1	25%	0	0%	6	26%
6 Rodents	1	50%	0	0%	0	0%	0	0%	1	33%	0	0%	1	50%	0	0%	0	0%	3	13%
7 Insects	1	50%	0	0%	2	100%	0	0%	1	33%	0	0%	1	50%	0	0%	0	0%	5	22%
6 Mold	1	50%	0	0%	0	0%	1	33%	0	0%	1	50%	1	50%	0	0%	0	0%	4	17%
5a. What is the condition of the storage rooms?	n=	2	n=	5	n=	2	n=	1	n=	3	n=	7	n=	2	n=	5	n=	2	n=	29
1 Clean	2	100%	4	80%	1	50%	1	100%	3	100%	4	57%	1	50%	5	100%	2	100%	23	79%
2 Cluttered	0	0%	1	20%	2	100%	0	0%	0	0%	3	43%	1	50%	2	40%	0	0%	9	31%
3 Dirty	0	0%	2	40%	0	0%	0	0%	0	0%	3	43%	0	0%	0	0%	0	0%	5	17%
4 Dry	1	50%	2	40%	1	50%	1	100%	2	67%	3	43%	1	50%	3	60%	1	50%	15	52%
5 Wet	0	0%	0	0%	1	50%	0	0%	0	0%	1	14%	0	0%	0	0%	0	0%	2	7%
6 Rodents	0	0%	0	0%	0	0%	0	0%	0	0%	1	14%	0	0%	0	0%	0	0%	1	3%
7 Insects	0	0%	0	0%	1	50%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	1	3%
6 Mold	0	0%	0	0%	0	0%	0	0%	0	0%	1	14%	0	0%	0	0%	0	0%	1	3%
5a. What is the condition of the non-stack basement?	n=	1	n=	4	n=	0	n=	1	n=	4	n=	4	n=	2	n=	2	n=	0	n=	16
1 Clean	1	100%	2	50%	0	0%	1	100%	4	100%	2	50%	1	50%	0	0%	0	0%	11	81%
2 Cluttered	0	0%	2	50%	0	0%	0	0%	1	25%	0	0%	1	50%	0	0%	0	0%	4	22%
3 Dirty	0	0%	0	0%	0	0%	0	0%	0	0%	2	50%	1	50%	1	50%	0	0%	4	22%
4 Dry	0	0%	2	50%	0	0%	1	100%	3	75%	1	25%	0	0%	0	0%	0	0%	7	39%
5 Wet	0	0%	0	0%	0	0%	0	0%	0	0%	1	25%	1	50%	2	100%	0	0%	4	22%
6 Rodents	0	0%	0	0%	0	0%	0	0%	0	0%	1	25%	0	0%	1	50%	0	0%	2	11%
7 Insects	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	1	50%	0	0%	1	6%
6 Mold	0	0%	0	0%	0	0%	0	0%	1	25%	2	50%	0	0%	1	50%	0	0%	4	22%

	Over 10,000		5,000-9,999		2,500-4,999		1,000-2,499		500-999		100-499		50-99		1-49		NO SUCH COLLECTION		ALL	
	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%
6. Type of security system?	n= 2		n= 6		n= 2		n= 5		n= 8		n= 10		n= 4		n= 8		n= 3		n= 48	
1 None	0	0%	1	17%	0	0%	2	40%	0	0%	1	10%	1	25%	2	25%	0	0%	7	15%
2 Shared system	1	50%	0	0%	0	0%	3	60%	5	63%	6	60%	4	100%	3	38%	3	100%	25	52%
3 Burglar alarms	2	100%	4	67%	2	100%	1	20%	3	38%	5	50%	0	0%	4	50%	3	100%	24	50%
4 Motion detectors	2	100%	4	67%	1	50%	2	40%	3	38%	6	60%	1	25%	4	50%	1	33%	24	50%
5 After-hours guard	1	50%	2	33%	0	0%	2	40%	0	0%	5	50%	2	50%	0	0%	1	33%	13	27%
6 Computerized system	0	0%	1	17%	1	50%	1	20%	1	13%	2	20%	0	0%	0	0%	3	100%	9	19%
7 Electronics at exit	1	50%	3	50%	0	0%	0	0%	1	13%	2	20%	0	0%	3	38%	3	100%	13	27%
7. Areas covered by HVAC?	n= 1		n= 8		n= 2		n= 4		n= 7		n= 8		n= 5		n= 8		n= 3		n= 42	
1 General books	1	100%	6	100%	1	50%	2	50%	4	57%	3	38%	0	0%	4	67%	3	100%	24	57%
2 Special collections	1	100%	8	100%	2	100%	4	100%	5	71%	6	75%	4	80%	6	100%	2	67%	36	86%
3 Administrative areas	1	100%	5	83%	1	50%	2	50%	4	57%	5	63%	3	60%	5	83%	3	100%	29	69%
4 Don't know	0	0%	0	0%	0	0%	0	0%	1	14%	0	0%	0	0%	0	0%	0	0%	1	2%
8. Components?	n= 1		n= 8		n= 2		n= 4		n= 8		n= 8		n= 5		n= 8		n= 3		n= 45	
1 Heating	1	100%	6	100%	2	100%	4	100%	8	75%	8	100%	5	100%	8	100%	3	100%	43	96%
2 Ventilation	1	100%	5	83%	1	50%	3	75%	5	63%	4	50%	1	20%	4	50%	3	100%	27	60%
3 Air-conditioning	1	100%	4	67%	2	100%	3	75%	8	75%	7	88%	5	100%	5	63%	3	100%	36	80%
4 Humidity control	1	100%	3	50%	2	100%	3	75%	5	63%	2	25%	2	40%	2	25%	1	33%	21	47%
5 Don't know	0	0%	0	0%	0	0%	0	0%	1	13%	0	0%	0	0%	0	0%	0	0%	1	2%
9. What areas are covered by AC?	n= 1		n= 4		n= 2		n= 3		n= 8		n= 7		n= 5		n= 5		n= 3		n= 36	
1 General books	1	100%	4	100%	1	50%	2	67%	3	50%	3	43%	0	0%	4	80%	3	100%	21	58%
2 Special collections	1	100%	4	100%	2	100%	3	100%	4	67%	6	86%	4	80%	5	100%	2	67%	31	86%
3 Administrative areas	1	100%	4	100%	1	50%	2	67%	5	83%	4	57%	3	60%	5	100%	3	100%	28	78%
4 Don't know	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
9a. Where is the chiller located?	n= 1		n= 5		n= 2		n= 3		n= 8		n= 7		n= 5		n= 3		n= 3		n= 35	
1 Roof	0	0%	1	20%	1	50%	1	33%	1	17%	3	43%	0	0%	0	0%	2	67%	9	26%
2 Outside on the grounds	1	100%	1	20%	0	0%	0	0%	0	0%	1	14%	1	20%	1	33%	0	0%	5	14%
3 Mechanical room	1	100%	4	80%	1	50%	2	67%	3	50%	3	43%	1	20%	2	67%	2	67%	19	54%
4 Windows	0	0%	0	0%	0	0%	1	33%	2	33%	3	43%	3	60%	1	33%	1	33%	11	31%
10. Constant control possible?	n= 1		n= 6		n= 2		n= 5		n= 8		n= 8		n= 5		n= 8		n= 3		n= 46	
1 No	0	0%	2	33%	1	50%	2	40%	4	50%	6	75%	3	60%	6	75%	0	0%	24	52%
2 Yes	1	100%	4	67%	1	50%	3	60%	4	50%	2	25%	2	40%	2	25%	3	100%	22	48%
11. Constant setting?	n= 1		n= 4		n= 2		n= 3		n= 5		n= 5		n= 4		n= 3		n= 3		n= 30	
1 No	0	0%	1	25%	0	0%	0	0%	3	60%	1	20%	2	50%	1	33%	0	0%	8	27%
2 Don't know	1	100%	0	0%	0	0%	0	0%	1	20%	1	20%	0	0%	0	0%	0	0%	3	10%
3 Yes	0	0%	3	75%	2	100%	3	100%	1	20%	3	60%	2	50%	2	67%	3	100%	19	63%
11a. Setting of Air-conditioning?	n= 0		n= 3		n= 1		n= 3		n= 4		n= 8		n= 4		n= 2		n= 3		n= 26	
60-63	0	0%	1	33%	0	0%	0	0%	1	25%	0	0%	0	0%	0	0%	0	0%	2	8%
64-67	0	0%	0	0%	0	0%	1	33%	1	25%	0	0%	0	0%	0	0%	0	0%	2	8%
68-71	0	0%	1	33%	0	0%	2	87%	0	0%	2	33%	2	50%	1	50%	3	100%	11	42%
72-75	0	0%	1	33%	1	100%	0	0%	2	50%	2	33%	0	0%	0	0%	0	0%	6	23%
76-79	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
Don't know	0	0%	0	0%	0	0%	0	0%	0	0%	2	33%	2	50%	1	50%	0	0%	5	19%
11a. Setting of heating?	n= 0		n= 3		n= 1		n= 3		n= 4		n= 8		n= 4		n= 4		n= 3		n= 28	
60-63	0	0%	1	33%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	1	4%
64-67	0	0%	0	0%	0	0%	1	33%	1	25%	1	17%	0	0%	1	25%	0	0%	4	14%
68-71	0	0%	2	67%	1	100%	2	87%	3	75%	3	50%	2	50%	2	50%	3	100%	18	64%
72-75	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
76-79	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	1	25%	0	0%	0	0%	1	4%
Don't know	0	0%	0	0%	0	0%	0	0%	0	0%	2	33%	1	25%	1	25%	0	0%	4	14%

	Over 10,000		5,000-9,999		2,500-4,999		1,000-2,499		500-999		100-499		50-99		1-49		NO SUCH COLLECTION		ALL	
	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%
11b. AC turned down or shut off?	n= 0		n= 3		n= 1		n= 2		n= 4		n= 7		n= 3		n= 3		n= 3		n= 26	
1 No	0	0%	2	67%	1	100%	1	50%	1	25%	4	57%	0	0%	0	0%	3	100%	12	46%
2 Don't know	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
3 Yes	0	0%	1	33%	0	0%	1	50%	3	75%	3	43%	3	100%	3	100%	0	0%	14	54%
11b. Heat turned down or shut off?	n= 0		n= 3		n= 1		n= 2		n= 3		n= 7		n= 2		n= 5		n= 2		n= 25	
1 No	0	0%	2	67%	1	100%	1	50%	1	33%	3	43%	1	50%	2	40%	2	100%	13	52%
2 Don't know	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
3 Yes	0	0%	1	33%	0	0%	1	50%	2	67%	4	57%	1	50%	3	60%	0	0%	12	48%
11b. Ventilation turned down or shut off?	n= 0		n= 3		n= 1		n= 2		n= 4		n= 4		n= 0		n= 0		n= 2		n= 16	
1 No	0	0%	3	100%	1	100%	0	0%	2	50%	3	75%	0	0%	0	0%	2	100%	11	69%
2 Don't know	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
3 Yes	0	0%	0	0%	0	0%	2	100%	2	50%	1	25%	0	0%	0	0%	0	0%	5	31%
11c. Humidity control devices used?	n= 0		n= 3		n= 1		n= 3		n= 4		n= 4		n= 3		n= 4		n= 2		n= 24	
1 Portable humidifiers	0	0%	1	33%	0	0%	1	33%	1	25%	1	25%	1	33%	0	0%	0	0%	5	21%
2 Portable dehumidifiers	0	0%	0	0%	0	0%	1	33%	2	50%	2	50%	0	0%	2	50%	0	0%	7	29%
3 System humidification	0	0%	2	67%	1	100%	0	0%	2	50%	1	25%	0	0%	1	25%	1	50%	8	33%
4 System dehumidification	0	0%	2	67%	1	100%	2	67%	2	50%	3	75%	1	33%	2	50%	0	0%	13	54%
12 Separate HVAC for special collections?	n= 2		n= 6		n= 2		n= 5		n= 8		n= 9		n= 5		n= 8		n= 2		n= 47	
1 No	1	50%	3	50%	0	0%	2	40%	6	75%	4	44%	3	60%	7	88%	2	100%	28	60%
2 Yes	1	50%	3	50%	2	100%	3	60%	2	25%	5	56%	2	40%	1	13%	0	0%	19	40%
12a. Constant control?	n= 1		n= 3		n= 2		n= 3		n= 3		n= 6		n= 2		n= 4		n= 1		n= 25	
1 No	1	100%	0	0%	1	50%	1	33%	1	33%	4	67%	0	0%	3	75%	0	0%	11	44%
2 Yes	0	0%	3	100%	1	50%	2	67%	2	67%	2	33%	2	100%	1	25%	1	100%	14	56%
12b. Constant setting?	n= 1		n= 3		n= 1		n= 3		n= 4		n= 6		n= 2		n= 3		n= 1		n= 24	
1 No	0	0%	1	33%	0	0%	1	33%	1	25%	2	33%	0	0%	1	33%	0	0%	6	25%
2 Don't know	1	100%	0	0%	0	0%	0	0%	1	25%	3	50%	0	0%	0	0%	0	0%	5	21%
3 Yes	0	0%	2	67%	1	100%	2	67%	2	50%	1	17%	2	100%	2	67%	1	100%	13	54%
12c. Setting of Air-conditioning?	n= 1		n= 2		n= 1		n= 2		n= 3		n= 2		n= 1		n= 1		n= 1		n= 14	
60-63	0	0%	1	50%	0	0%	0	0%	0	0%	0	0%	0	0%	1	100%	0	0%	2	14%
64-67	0	0%	0	0%	0	0%	0	0%	1	33%	0	0%	0	0%	0	0%	0	0%	1	7%
68-71	0	0%	0	0%	0	0%	2	100%	1	33%	2	100%	1	100%	0	0%	1	100%	7	50%
72-75	0	0%	1	50%	1	100%	0	0%	1	33%	0	0%	0	0%	0	0%	0	0%	3	21%
76-79	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
Don't know	1	100%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	1	7%
12c. Setting of heating?	n= 1		n= 2		n= 1		n= 2		n= 3		n= 2		n= 1		n= 3		n= 1		n= 16	
60-63	0	0%	1	50%	0	0%	0	0%	0	0%	0	0%	0	0%	1	33%	0	0%	2	13%
64-67	0	0%	0	0%	0	0%	0	0%	0	0%	1	50%	0	0%	1	33%	0	0%	2	13%
68-71	0	0%	1	50%	1	100%	2	100%	3	100%	1	50%	1	100%	1	33%	1	100%	11	69%
72-75	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
76-79	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
Don't know	1	100%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	1	6%
12d. AC turned down or shut off?	n= 1		n= 2		n= 1		n= 2		n= 3		n= 3		n= 2		n= 1		n= 1		n= 16	
1 No	0	0%	1	50%	1	100%	2	100%	2	67%	2	67%	1	50%	0	0%	1	100%	10	63%
2 Don't know	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
3 Yes	1	100%	1	50%	0	0%	0	0%	1	33%	1	33%	1	50%	1	100%	0	0%	6	38%
12d. Heat turned down or shut off?	n= 1		n= 2		n= 1		n= 2		n= 2		n= 3		n= 2		n= 3		n= 0		n= 16	
1 No	0	0%	1	50%	1	100%	2	100%	2	100%	2	67%	1	50%	0	0%	0	0%	9	56%
2 Don't know	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
3 Yes	1	100%	1	50%	0	0%	0	0%	0	0%	1	33%	1	50%	3	100%	0	0%	7	44%

	Over 10,000		5,000-9,999		2,500-4,999		1,000-2,499		500-999		100-499		50-99		1-49		NO SUCH COLLECTION		ALL	
	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%
12d. Ventilation turned down or shut off?	n=	1	n=	1	n=	1	n=	2	n=	3	n=	2	n=	1	n=	0	n=	0	n=	11
1 No	0	0%	0	0%	1	100%	1	50%	2	67%	2	100%	1	100%	0	0%	0	0%	7	64%
2 Don't know	0	0%	1	100%	0	0%	0	0%	1	33%	0	0%	0	0%	0	0%	0	0%	2	18%
3 Yes	1	100%	0	0%	0	0%	1	50%	0	0%	0	0%	0	0%	0	0%	0	0%	2	18%
12e. Humidity control devices used?	n=	1	n=	2	n=	1	n=	2	n=	3	n=	2	n=	2	n=	1	n=	1	n=	15
1 Portable humidifiers	0	0%	0	0%	0	0%	1	50%	1	33%	0	0%	1	50%	0	0%	0	0%	3	20%
2 Portable dehumidifiers	1	100%	0	0%	0	0%	1	50%	1	33%	1	50%	0	0%	1	100%	0	0%	5	33%
3 System humidification	0	0%	2	100%	1	100%	2	100%	2	67%	1	50%	0	0%	0	0%	1	100%	9	80%
4 System dehumidification	0	0%	2	100%	1	100%	2	100%	2	67%	1	50%	1	50%	0	0%	1	100%	10	67%
13. Environmental monitoring devices?	n=	2	n=	8	n=	2	n=	4	n=	8	n=	8	n=	5	n=	8	n=	2	n=	45
1 None	0	0%	0	0%	0	0%	1	25%	1	13%	1	13%	2	40%	2	25%	0	0%	7	18%
2 Thermostat	2	100%	8	100%	0	0%	3	75%	7	88%	5	83%	3	60%	5	83%	1	50%	32	71%
3 Thermometer	1	50%	2	33%	0	0%	1	25%	2	25%	5	83%	1	20%	3	38%	0	0%	15	33%
4 Hygrometer	1	50%	2	33%	0	0%	1	25%	1	13%	2	25%	1	20%	1	13%	0	0%	9	20%
5 Thermohygrometer	1	50%	2	33%	0	0%	1	25%	1	13%	1	13%	1	20%	1	13%	0	0%	8	18%
8 Hygrothermograph	2	100%	2	33%	2	100%	1	25%	3	38%	2	25%	0	0%	2	25%	1	50%	15	33%
7 Sling psychrometer	1	50%	1	17%	1	50%	1	25%	2	25%	0	0%	0	0%	1	13%	0	0%	7	16%
8 Battery-operated psychrometer	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	1	13%	0	0%	1	2%
14. Reduction of entering light?	n=	2	n=	6	n=	2	n=	5	n=	7	n=	10	n=	5	n=	7	n=	3	n=	47
1 No windows	1	50%	1	17%	1	50%	1	20%	1	14%	3	30%	0	0%	0	0%	0	0%	8	17%
2 Nothing done	0	0%	2	33%	0	0%	2	40%	2	29%	2	20%	2	40%	3	43%	0	0%	13	28%
3 Light-filtering film	0	0%	1	17%	0	0%	1	20%	2	29%	2	20%	1	20%	0	0%	0	0%	7	15%
4 Light-filtering glass	1	50%	0	0%	1	50%	0	0%	0	0%	1	10%	0	0%	1	14%	0	0%	4	9%
5 Shades	1	50%	3	50%	1	50%	2	40%	4	57%	5	50%	3	80%	4	57%	2	67%	25	53%
8 Curtains	1	50%	0	0%	2	100%	0	0%	3	43%	2	20%	2	40%	0	0%	1	33%	11	23%
7 Roof overhangs	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	2	67%	2	4%
8 Awnings	0	0%	0	0%	1	50%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	1	2%
15. Reduction of UV radiation inside?	n=	2	n=	5	n=	2	n=	5	n=	7	n=	10	n=	4	n=	8	n=	3	n=	46
1 None	0	0%	2	40%	0	0%	2	40%	2	29%	2	20%	3	75%	4	50%	2	87%	17	37%
2 UV-filtering sleeves	2	100%	2	40%	2	100%	3	60%	4	57%	4	40%	1	25%	3	38%	0	0%	21	46%
3 Low UV fluorescent tubes	1	50%	0	0%	1	50%	1	20%	0	0%	3	30%	0	0%	1	13%	1	33%	8	17%
4 UF-3 or UF-4 plexiglass	0	0%	0	0%	0	0%	1	20%	1	14%	1	10%	0	0%	3	38%	0	0%	8	13%
5 UV-filtering film	0	0%	1	20%	0	0%	0	0%	0	0%	2	20%	0	0%	0	0%	0	0%	3	7%
8 Lights turned on and off	2	100%	1	20%	1	50%	2	40%	1	14%	3	30%	0	0%	1	13%	0	0%	11	24%
18. FirFire detection/suppression systems installed?	n=	2	n=	8	n=	2	n=	5	n=	8	n=	10	n=	5	n=	9	n=	3	n=	50
1 No	0	0%	1	17%	0	0%	0	0%	0	0%	1	10%	1	20%	1	11%	0	0%	4	8%
2 Don't know	0	0%	0	0%	0	0%	0	0%	0	0%	1	10%	0	0%	0	0%	0	0%	1	2%
3 Yes	2	100%	5	83%	2	100%	5	100%	8	100%	8	80%	4	80%	8	89%	3	100%	45	90%
18a. Type of system?	n=	2	n=	5	n=	2	n=	5	n=	8	n=	7	n=	3	n=	8	n=	2	n=	42
1 Fire extinguishers	2	100%	5	100%	2	100%	5	100%	7	88%	8	88%	3	100%	8	75%	2	100%	38	90%
2 Wet pipe sprinklers	1	50%	1	20%	0	0%	2	40%	1	13%	2	29%	1	33%	2	25%	2	100%	12	29%
3 Dry pipe sprinklers	0	0%	1	20%	0	0%	0	0%	1	13%	1	14%	1	33%	1	13%	1	50%	8	14%
4 Halon	1	50%	2	40%	1	50%	1	20%	1	13%	0	0%	0	0%	1	13%	1	50%	8	19%
5 Smoke detectors	2	100%	3	60%	2	100%	3	60%	5	83%	3	43%	2	87%	8	75%	1	50%	27	84%
8 Heat detectors	1	50%	3	60%	2	100%	3	60%	3	38%	4	57%	0	0%	5	83%	1	50%	22	52%
7 Ionization detectors	1	50%	0	0%	0	0%	3	60%	1	13%	0	0%	1	33%	2	25%	0	0%	8	19%
16b. Where are these systems installed (Everywhere)?	n=	2	n=	5	n=	2	n=	4	n=	8	n=	8	n=	4	n=	7	n=	2	n=	38
1 Fire extinguishers	2	100%	5	100%	2	100%	4	100%	5	83%	5	83%	3	75%	5	71%	2	100%	33	87%
2 Wet pipe sprinklers	1	50%	0	0%	0	0%	1	25%	1	17%	2	33%	1	25%	2	29%	1	50%	9	24%
3 Dry pipe sprinklers	0	0%	1	20%	0	0%	0	0%	1	17%	1	17%	1	25%	1	14%	0	0%	5	13%
4 Halon	0	0%	1	20%	0	0%	0	0%	1	17%	0	0%	0	0%	0	0%	0	0%	2	5%
5 Smoke detectors	2	100%	3	60%	1	50%	2	50%	4	87%	2	33%	2	50%	5	71%	1	50%	22	58%
8 Heat detectors	2	100%	3	60%	2	100%	2	50%	3	50%	3	50%	1	25%	5	71%	1	50%	22	58%
7 Ionization detectors	0	0%	0	0%	0	0%	3	75%	0	0%	0	0%	1	25%	2	29%	0	0%	6	16%

	Over 10,000		5,000-9,999		2,500-4,999		1,000-2,499		500-999		100-499		50-99		1-49		NO SUCH COLLECTION		ALL	
	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%
16b. Where are these systems installed (Storage areas)?	n=	0	n=	1	n=	1	n=	0	n=	2	n=	2	n=	0	n=	2	n=	0	n=	8
1 Fire extinguishers	0	0%	0	0%	0	0%	0	0%	2	100%	1	50%	0	0%	1	50%	0	0%	4	50%
2 Wet pipe sprinklers	0	0%	0	0%	0	0%	0	0%	1	50%	1	50%	0	0%	1	50%	0	0%	3	38%
3 Dry pipe sprinklers	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
4 Halon	0	0%	1	100%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	1	13%
5 Smoke detectors	0	0%	0	0%	1	100%	0	0%	0	0%	1	50%	0	0%	2	100%	0	0%	4	50%
6 Heat detectors	0	0%	0	0%	0	0%	0	0%	0	0%	2	100%	0	0%	1	50%	0	0%	3	38%
7 Ionization detectors	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	1	50%	0	0%	1	13%
16b. Where are these systems installed (Vault)?	n=	1	n=	0	n=	1	n=	0	n=	1	n=	3	n=	0	n=	2	n=	0	n=	8
1 Fire extinguishers	0	0%	0	0%	0	0%	0	0%	1	100%	2	87%	0	0%	1	50%	0	0%	4	50%
2 Wet pipe sprinklers	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
3 Dry pipe sprinklers	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	1	50%	0	0%	1	13%
4 Halon	1	100%	0	0%	1	100%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	2	25%
5 Smoke detectors	0	0%	0	0%	0	0%	0	0%	0	0%	1	33%	0	0%	1	50%	0	0%	2	25%
6 Heat detectors	0	0%	0	0%	0	0%	0	0%	0	0%	2	87%	0	0%	1	50%	0	0%	3	38%
7 Ionization detectors	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	1	50%	0	0%	1	13%
16b. Where are these systems installed (Spec. collect.)?	n=	0	n=	0	n=	2	n=	1	n=	2	n=	2	n=	1	n=	2	n=	0	n=	10
1 Fire extinguishers	0	0%	0	0%	0	0%	0	0%	2	100%	1	50%	1	100%	1	50%	0	0%	5	50%
2 Wet pipe sprinklers	0	0%	0	0%	0	0%	0	0%	1	50%	0	0%	0	0%	0	0%	0	0%	1	10%
3 Dry pipe sprinklers	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
4 Halon	0	0%	0	0%	1	50%	1	100%	0	0%	0	0%	0	0%	1	50%	0	0%	3	30%
5 Smoke detectors	0	0%	0	0%	1	50%	0	0%	0	0%	1	50%	0	0%	1	50%	0	0%	3	30%
6 Heat detectors	0	0%	0	0%	0	0%	0	0%	0	0%	2	100%	0	0%	1	50%	0	0%	3	30%
7 Ionization detectors	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	1	50%	0	0%	1	10%
16c. Inspected regularly?	n=	2	n=	5	n=	2	n=	5	n=	8	n=	7	n=	4	n=	8	n=	3	n=	44
1 No	0	0%	0	0%	0	0%	0	0%	1	13%	0	0%	0	0%	1	13%	0	0%	2	5%
2 Annually	0	0%	0	0%	0	0%	2	40%	5	63%	4	57%	1	25%	2	25%	0	0%	14	32%
3 Twice a Year	2	100%	2	40%	1	50%	1	20%	1	13%	2	29%	1	25%	2	25%	0	0%	12	27%
4 More than twice a year	0	0%	2	40%	1	50%	2	40%	0	0%	1	14%	1	25%	2	25%	1	33%	10	23%
5 Don't know	0	0%	1	20%	0	0%	0	0%	1	13%	0	0%	1	25%	1	13%	2	67%	8	14%
16d. How are they inspected?	n=	2	n=	5	n=	2	n=	5	n=	8	n=	7	n=	4	n=	8	n=	3	n=	40
1 With a match	1	50%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	1	3%
2 Professionally-trained personnel	2	100%	4	80%	2	100%	4	80%	5	83%	7	100%	3	75%	5	83%	1	33%	33	83%
3 Fire marshall	0	0%	0	0%	0	0%	0	0%	2	33%	0	0%	0	0%	1	17%	1	33%	4	10%
4 Don't know	0	0%	0	0%	0	0%	1	20%	0	0%	0	0%	1	25%	1	17%	1	33%	4	10%
17. Connected to fire department?	n=	2	n=	5	n=	2	n=	5	n=	7	n=	8	n=	4	n=	8	n=	3	n=	44
1 No	1	50%	1	20%	0	0%	3	60%	4	57%	1	13%	1	25%	2	25%	0	0%	13	30%
2 Yes	1	50%	4	80%	2	100%	2	40%	3	43%	7	88%	3	75%	8	75%	3	100%	31	70%
18. Are water alarms present?	n=	2	n=	6	n=	2	n=	5	n=	8	n=	9	n=	5	n=	8	n=	2	n=	47
1 No	1	50%	6	100%	0	0%	5	100%	8	100%	9	100%	5	100%	8	75%	0	0%	40	85%
2 Throughout the facility	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	2	100%	2	4%
3 Selected areas only	1	50%	0	0%	2	100%	0	0%	0	0%	0	0%	0	0%	2	25%	0	0%	5	11%
19. Has a building survey been done?	n=	2	n=	6	n=	2	n=	5	n=	8	n=	10	n=	5	n=	9	n=	2	n=	49
1 No	1	50%	3	50%	0	0%	3	60%	4	50%	5	50%	4	80%	4	44%	1	50%	25	51%
2 Yes	1	50%	3	50%	2	100%	2	40%	4	50%	5	50%	1	20%	5	56%	1	50%	24	49%
19a. Who performed the building survey?	n=	1	n=	2	n=	2	n=	2	n=	1	n=	5	n=	0	n=	3	n=	1	n=	17
1 NEDCC	1	100%	0	0%	0	0%	1	50%	1	100%	3	80%	0	0%	0	0%	0	0%	6	35%
2 Independent Consultant	0	0%	2	100%	1	50%	1	50%	0	0%	2	40%	0	0%	2	87%	0	0%	8	47%
3 Society of American Archivists	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
4 Staff	0	0%	0	0%	1	50%	0	0%	0	0%	0	0%	0	0%	1	33%	1	100%	3	18%

	Over 10,000		5,000-9,999		2,500-4,999		1,000-2,499		500-999		100-499		50-99		1-49		NO SUCH COLLECTION		ALL	
	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%
20. Is there a preservation plan?	n= 1		n= 5		n= 1		n= 5		n= 6		n= 10		n= 4		n= 9		n= 2		n= 45	
1 No	1	100%	4	80%	0	0%	3	60%	6	75%	7	70%	3	75%	6	67%	2	100%	32	71%
2 Yes	0	0%	1	20%	1	100%	2	40%	2	25%	3	30%	1	25%	3	33%	0	0%	13	29%
21. Has a collection survey been done?	n= 2		n= 6		n= 2		n= 5		n= 6		n= 10		n= 5		n= 9		n= 2		n= 49	
1 No	0	0%	4	67%	0	0%	4	80%	2	25%	5	50%	2	40%	5	56%	2	100%	24	49%
2 Yes	2	100%	2	33%	2	100%	1	20%	6	75%	5	50%	3	60%	4	44%	0	0%	25	51%
21a. Who performed the collection survey?	n= 2		n= 2		n= 2		n= 1		n= 5		n= 4		n= 3		n= 5		n= 0		n= 24	
1 NEDCC	1	50%	0	0%	0	0%	0	0%	2	40%	1	25%	2	67%	1	20%	0	0%	7	29%
2 independent consultant	0	0%	1	50%	1	50%	0	0%	1	20%	1	25%	0	0%	3	60%	0	0%	7	29%
3 Staff	1	50%	1	50%	1	50%	1	100%	2	40%	2	50%	1	33%	1	20%	0	0%	10	42%
23. Person with preservation skills identified?	n= 2		n= 5		n= 2		n= 5		n= 6		n= 10		n= 4		n= 9		n= 3		n= 46	
1 No	1	50%	3	60%	0	0%	2	40%	3	50%	2	20%	1	25%	2	22%	2	67%	16	35%
2 Yes	1	50%	2	40%	2	100%	3	60%	3	50%	8	60%	3	75%	7	78%	1	33%	30	65%
24. Person with preservation skills on staff?	n= 2		n= 6		n= 2		n= 5		n= 7		n= 9		n= 4		n= 9		n= 3		n= 47	
1 No	0	0%	3	50%	0	0%	3	60%	2	29%	4	44%	2	50%	5	56%	3	100%	22	47%
2 Yes	2	100%	3	50%	2	100%	2	40%	5	71%	5	56%	2	50%	4	44%	0	0%	25	53%
24b. Has this person run workshops for the staff?	n= 2		n= 3		n= 2		n= 2		n= 5		n= 6		n= 2		n= 3		n= 0		n= 25	
1 No	1	50%	2	67%	2	100%	1	50%	4	60%	5	63%	1	50%	3	100%	0	0%	19	76%
2 Yes	1	50%	1	33%	0	0%	1	50%	1	20%	1	17%	1	50%	0	0%	0	0%	6	24%
25. Attended preservation education programs?	n= 2		n= 6		n= 2		n= 5		n= 7		n= 10		n= 5		n= 9		n= 3		n= 49	
1 No	0	0%	1	17%	0	0%	2	40%	2	29%	3	30%	1	20%	4	44%	1	33%	14	29%
2 Regional programs	2	100%	3	50%	1	50%	2	40%	3	43%	3	30%	2	40%	3	33%	0	0%	19	39%
3 State programs	1	50%	1	17%	0	0%	0	0%	2	29%	3	30%	0	0%	4	44%	0	0%	11	22%
4 National programs	0	0%	4	67%	2	100%	0	0%	1	14%	3	30%	0	0%	0	0%	0	0%	10	20%
5 Professional organizations	1	50%	3	50%	2	100%	2	40%	2	29%	5	50%	2	40%	3	33%	1	33%	21	43%
6 University courses	0	0%	0	0%	1	50%	1	20%	1	14%	3	30%	0	0%	4	44%	1	33%	11	22%
7 Professional conferences	2	100%	1	17%	1	50%	1	20%	1	14%	5	50%	2	40%	2	22%	1	33%	16	33%
25a. Preservation topics taught?	n= 2		n= 4		n= 2		n= 3		n= 6		n= 6		n= 4		n= 5		n= 1		n= 35	
1 Environmental controls	1	50%	4	100%	2	100%	2	67%	2	33%	6	75%	2	50%	2	40%	1	100%	22	63%
2 Basic repairs	2	100%	1	25%	1	50%	2	67%	3	50%	5	63%	1	25%	3	60%	0	0%	16	51%
3 Storage	2	100%	3	75%	2	100%	1	33%	1	17%	6	75%	2	50%	4	60%	1	100%	22	63%
4 Proper shelving	0	0%	3	75%	2	100%	1	33%	2	33%	4	50%	1	25%	4	60%	1	100%	16	51%
5 Care and handling	2	100%	3	75%	2	100%	2	67%	6	100%	5	63%	2	50%	4	60%	1	100%	27	77%
6 Security	1	50%	3	75%	2	100%	2	67%	3	50%	3	38%	1	25%	2	40%	0	0%	17	49%
7 Disaster preparedness	1	50%	3	75%	2	100%	2	67%	4	67%	6	75%	1	25%	4	60%	1	100%	24	69%
8 Protective enclosures	1	50%	2	50%	2	100%	2	67%	2	33%	7	88%	1	25%	2	40%	1	100%	20	57%
9 Library binding	0	0%	1	25%	1	50%	1	33%	4	67%	1	13%	1	25%	1	20%	1	100%	11	31%
10 Care of photographs	0	0%	4	100%	2	100%	1	33%	5	63%	7	88%	1	25%	5	100%	0	0%	25	71%
11 Nature of photographs	0	0%	3	75%	2	100%	1	33%	4	67%	4	50%	1	25%	2	40%	0	0%	17	49%
12 Conservation of photographs	0	0%	1	25%	1	50%	0	0%	3	50%	5	63%	1	25%	2	40%	0	0%	13	37%
13 Preservation microfilming	0	0%	2	50%	2	100%	0	0%	2	33%	4	50%	1	25%	1	20%	1	100%	13	37%
14 Preservation management	1	50%	2	50%	2	100%	1	33%	1	17%	3	38%	2	50%	3	60%	1	100%	16	46%
15 Conservation treatment	1	50%	2	50%	1	50%	2	67%	2	33%	6	75%	0	0%	1	20%	0	0%	15	43%
16 Advanced hands-on	0	0%	1	25%	1	50%	2	67%	1	17%	0	0%	0	0%	2	40%	0	0%	7	20%
17 Deacidification	0	0%	1	25%	1	50%	2	67%	1	17%	3	38%	0	0%	1	20%	1	100%	10	29%
16 Pest control	0	0%	2	50%	1	50%	2	67%	0	0%	3	38%	0	0%	2	40%	0	0%	10	29%
26. Familiar with NEDCC?	n= 2		n= 6		n= 2		n= 5		n= 6		n= 10		n= 5		n= 9		n= 3		n= 50	
1 No	0	0%	0	0%	0	0%	1	20%	1	13%	1	10%	1	20%	3	33%	1	33%	6	16%
2 Yes	2	100%	6	100%	2	100%	4	80%	7	66%	9	90%	4	60%	6	67%	2	67%	42	64%
26a. Contracted work with NEDCC?	n= 2		n= 6		n= 2		n= 4		n= 7		n= 9		n= 3		n= 6		n= 1		n= 40	
1 No	0	0%	1	17%	0	0%	0	0%	3	43%	3	33%	1	33%	4	67%	1	100%	13	33%
2 Yes	2	100%	5	83%	2	100%	4	100%	4	57%	6	67%	2	67%	2	33%	0	0%	27	66%

	Over 10,000		5,000-9,999		2,500-4,999		1,000-2,499		500-999		100-499		50-99		1-49		NO SUCH COLLECTION		ALL	
	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%
26b. Services used?	n=	2	n=	3	n=	2	n=	5	n=	4	n=	7	n=	3	n=	2	n=	0	n=	28
1 Preservation microfilming	0	0%	2	67%	1	50%	2	40%	1	25%	2	29%	1	33%	0	0%	0	0%	9	32%
2 Book conservation	1	50%	3	100%	2	100%	1	20%	2	50%	2	29%	0	0%	2	100%	0	0%	13	46%
3 Surveys	2	100%	1	33%	1	50%	1	20%	2	50%	8	86%	1	33%	2	100%	0	0%	18	57%
4 Paper conservation	1	50%	2	67%	2	100%	1	20%	2	50%	2	29%	1	33%	2	100%	0	0%	13	46%
5 Photograph conservation	1	50%	2	67%	1	50%	0	0%	1	25%	2	29%	0	0%	1	50%	0	0%	8	29%
6 Photographic copying	0	0%	0	0%	0	0%	0	0%	0	0%	1	14%	0	0%	0	0%	0	0%	1	4%
7 Workshops	1	50%	1	33%	1	50%	2	40%	1	25%	4	57%	1	33%	2	100%	0	0%	13	46%
8 Disaster assistance	2	100%	0	0%	1	50%	0	0%	0	0%	2	29%	0	0%	0	0%	0	0%	5	18%
27. Photocopy machines available to patrons?	n=	2	n=	8	n=	2	n=	5	n=	8	n=	10	n=	5	n=	9	n=	3	n=	50
1 No	0	0%	3	50%	0	0%	0	0%	1	13%	3	30%	2	40%	1	11%	1	33%	11	22%
2 Yes	2	100%	3	50%	2	100%	5	100%	7	88%	7	70%	3	60%	8	89%	2	67%	39	78%
27a. Policy regarding use of photocopy machines?	n=	2	n=	4	n=	2	n=	4	n=	8	n=	9	n=	4	n=	9	n=	3	n=	45
1 No restrictions	0	0%	1	25%	0	0%	0	0%	0	0%	2	22%	0	0%	3	33%	1	33%	7	16%
2 Certain items not photocopied	2	100%	3	75%	2	100%	2	50%	5	63%	5	56%	1	25%	2	22%	1	33%	23	51%
3 Certain items by patrons	1	50%	2	50%	1	50%	0	0%	5	63%	0	0%	2	50%	0	0%	1	33%	12	27%
4 Certain items by staff only	1	50%	1	25%	1	50%	1	25%	6	75%	2	22%	3	75%	3	33%	0	0%	18	40%
5 All items by staff	1	50%	1	25%	1	50%	3	75%	2	25%	2	22%	1	25%	3	33%	1	33%	15	33%
28. Is the staff trained to shelve properly?	n=	2	n=	8	n=	2	n=	4	n=	8	n=	10	n=	5	n=	8	n=	3	n=	48
1 No	1	50%	3	50%	1	50%	1	25%	2	25%	3	30%	3	60%	3	38%	0	0%	17	35%
2 Yes	1	50%	3	50%	1	50%	3	75%	8	75%	7	70%	2	40%	5	63%	3	100%	31	65%
28a. How is staff trained to shelve materials?	n=	1	n=	3	n=	0	n=	3	n=	5	n=	7	n=	2	n=	4	n=	2	n=	27
1 Tilt volume by headcap	0	0%	0	0%	0	0%	0	0%	0	0%	1	14%	0	0%	1	25%	1	50%	3	11%
2 Push volumes on either side	1	100%	2	67%	0	0%	2	67%	3	60%	7	100%	2	100%	3	75%	2	100%	22	81%
3 Tilt with pressure on textblock	0	0%	1	33%	0	0%	0	0%	1	20%	1	14%	2	100%	0	0%	0	0%	5	19%
4 Bookends reajusted	1	100%	2	67%	0	0%	2	67%	4	80%	3	43%	1	50%	2	50%	2	100%	17	63%
29. Shelving of oversized volumes?	n=	2	n=	6	n=	2	n=	3	n=	6	n=	10	n=	4	n=	8	n=	3	n=	42
1 Spine up	1	50%	1	17%	0	0%	0	0%	2	33%	1	10%	1	25%	0	0%	0	0%	8	14%
2 Spine down	0	0%	0	0%	1	50%	1	33%	2	33%	2	20%	3	75%	1	17%	0	0%	10	24%
3 Upright, separate shelves	2	100%	2	33%	2	100%	1	33%	4	67%	8	60%	4	100%	1	17%	1	33%	23	55%
4 Flat on separate shelves	1	50%	4	67%	2	100%	1	33%	5	83%	9	90%	1	25%	6	100%	3	100%	32	76%
30. Paper mended how?	n=	2	n=	5	n=	2	n=	4	n=	8	n=	10	n=	5	n=	8	n=	2	n=	44
1 None done	1	50%	2	40%	1	50%	1	25%	2	33%	5	50%	3	80%	3	38%	0	0%	18	41%
2 "Archival" tape	0	0%	3	60%	0	0%	2	50%	3	50%	3	30%	1	20%	3	38%	2	100%	17	39%
3 Scotch tape	0	0%	0	0%	0	0%	0	0%	1	17%	0	0%	1	20%	1	13%	0	0%	3	7%
4 Elmer's glue	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	1	20%	0	0%	0	0%	1	2%
5 Library paste	0	0%	0	0%	0	0%	0	0%	1	17%	1	10%	1	20%	2	25%	0	0%	5	11%
8 Japanese tissue and starch paste	1	50%	1	20%	1	50%	1	25%	1	17%	3	30%	0	0%	2	25%	0	0%	10	23%
7 Heat set tissue	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
31. Books mended how?	n=	2	n=	8	n=	2	n=	3	n=	7	n=	10	n=	4	n=	9	n=	3	n=	46
1 Not applicable	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	1	11%	1	33%	2	4%
2 None done	1	50%	3	50%	1	50%	2	67%	2	29%	7	70%	3	75%	5	56%	1	33%	25	54%
3 Cloth tape	0	0%	2	33%	0	0%	0	0%	2	29%	1	10%	1	25%	1	11%	0	0%	7	15%
4 "Archival" tape	0	0%	1	17%	0	0%	0	0%	2	29%	0	0%	0	0%	2	22%	1	33%	6	13%
5 Scotch tape	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	1	25%	1	11%	0	0%	2	4%
8 Bookcloth and PVA	0	0%	1	17%	1	50%	1	33%	2	29%	2	20%	0	0%	1	11%	1	33%	9	20%
7 In-house recasing	1	50%	2	33%	1	50%	1	33%	2	29%	2	20%	0	0%	0	0%	0	0%	9	20%
32. Oversized prints, etc. housed how?	n=	2	n=	6	n=	2	n=	4	n=	7	n=	8	n=	3	n=	7	n=	0	n=	39
1 Around or in a tube	1	50%	2	33%	1	50%	0	0%	1	14%	2	25%	0	0%	1	14%	0	0%	8	21%
2 Rolled in acidic kraft	0	0%	1	17%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	1	3%
3 Rolled in alkaline kraft	0	0%	1	17%	0	0%	0	0%	1	14%	1	13%	0	0%	0	0%	0	0%	3	8%
4 Flat in metal map cases	2	100%	6	100%	2	100%	2	50%	8	86%	8	75%	2	87%	8	86%	0	0%	32	82%
5 Large "archival" boxes	2	100%	3	50%	1	50%	2	50%	5	71%	2	25%	1	33%	2	29%	0	0%	18	46%

	Over 10,000		5,000-9,999		2,500-4,999		1,000-2,499		500-999		100-499		50-99		1-49		NO SUCH COLLECTION		ALL	
	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%
32a. Oversized prints, etc. housed where?	n=	2	n=	6	n=	2	n=	3	n=	8	n=	6	n=	3	n=	3	n=	0	n=	33
1 General stacks	1	50%	1	17%	0	0%	0	0%	3	38%	1	17%	1	33%	0	0%	0	0%	7	21%
2 Special collections	2	100%	4	67%	1	50%	2	67%	3	38%	4	67%	2	87%	3	100%	0	0%	21	64%
3 Closed stacks	1	50%	3	50%	2	100%	1	33%	3	38%	3	50%	0	0%	1	33%	0	0%	14	42%
33. Are microforms housed in the facility?	n=	2	n=	8	n=	2	n=	5	n=	8	n=	10	n=	5	n=	9	n=	3	n=	50
1 No	0	0%	1	17%	0	0%	2	40%	2	25%	3	30%	3	60%	7	78%	1	33%	19	38%
2 Yes	2	100%	5	83%	2	100%	3	60%	6	75%	7	70%	2	40%	2	22%	2	67%	31	62%
33a. Types of microforms ?	n=	2	n=	5	n=	2	n=	3	n=	8	n=	7	n=	2	n=	2	n=	2	n=	31
1 Microfilms	2	100%	4	80%	2	100%	3	100%	6	100%	7	100%	2	100%	0	0%	2	100%	28	90%
2 Preservation microfilm	1	50%	5	100%	0	0%	0	0%	1	17%	2	29%	0	0%	1	50%	0	0%	10	32%
3 Microfiche	1	50%	5	100%	1	50%	3	100%	5	83%	5	71%	2	100%	1	50%	2	100%	25	81%
4 Microcards	0	0%	0	0%	1	50%	1	33%	2	33%	1	14%	0	0%	0	0%	0	0%	5	16%
33b. Where are the master negatives stored?	n=	2	n=	5	n=	2	n=	3	n=	3	n=	7	n=	1	n=	1	n=	1	n=	25
1 Off-site storage in a vault	0	0%	2	40%	0	0%	3	100%	1	33%	2	29%	1	100%	0	0%	1	100%	10	40%
2 General stacks	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
3 Microform reading room	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
4 Special collections	1	50%	3	60%	1	50%	1	33%	1	33%	3	43%	0	0%	0	0%	0	0%	10	40%
5 Closed stacks	1	50%	1	20%	0	0%	0	0%	1	33%	1	14%	0	0%	0	0%	0	0%	4	16%
6 Don't have any	0	0%	0	0%	1	50%	0	0%	1	33%	2	29%	0	0%	1	100%	0	0%	5	20%
7 Don't know	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
33c. Where are the use copies stored?	n=	2	n=	5	n=	2	n=	3	n=	4	n=	8	n=	2	n=	1	n=	2	n=	27
1 General stacks	1	50%	1	20%	0	0%	1	33%	2	50%	1	17%	0	0%	0	0%	1	50%	7	26%
2 Microform reading room	1	50%	5	100%	0	0%	2	67%	1	25%	1	17%	1	50%	0	0%	0	0%	11	41%
3 Special collections	1	50%	1	20%	1	50%	0	0%	0	0%	5	83%	0	0%	1	100%	0	0%	9	33%
4 Closed stacks	1	50%	0	0%	1	50%	0	0%	1	25%	1	17%	1	50%	0	0%	1	50%	6	22%
33d. How are microfilms housed?	n=	1	n=	5	n=	2	n=	3	n=	8	n=	7	n=	2	n=	1	n=	2	n=	29
1 Plastic reels	1	100%	5	100%	2	100%	3	100%	8	100%	7	100%	2	100%	1	100%	2	100%	29	100%
2 Metal reels	1	100%	2	40%	1	50%	0	0%	1	17%	2	29%	0	0%	0	0%	1	50%	8	28%
3 Rubber bands	1	100%	0	0%	1	50%	0	0%	3	50%	3	43%	0	0%	0	0%	0	0%	8	28%
4 Alkaline ties	0	0%	4	80%	1	50%	2	67%	2	33%	1	14%	1	50%	1	100%	1	50%	13	45%
5 Acidic boxes	1	100%	0	0%	2	100%	0	0%	3	50%	2	29%	0	0%	0	0%	0	0%	8	28%
6 Alkaline boxes	1	100%	1	20%	1	50%	3	100%	3	50%	5	71%	1	50%	1	100%	2	100%	18	62%
34. Binder a member of the Library Binding Institute?	n=	1	n=	5	n=	2	n=	3	n=	7	n=	10	n=	3	n=	7	n=	3	n=	41
1 No	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
2 No binding done	1	100%	1	20%	1	50%	1	33%	4	57%	3	30%	1	33%	4	57%	1	33%	17	41%
3 Yes	0	0%	2	40%	1	50%	2	87%	1	14%	3	30%	1	33%	1	14%	2	87%	13	32%
4 Don't know	0	0%	2	40%	0	0%	0	0%	2	29%	4	40%	1	33%	2	29%	0	0%	11	27%
35. Adheres to LBI stds?	n=	0	n=	4	n=	1	n=	2	n=	2	n=	7	n=	2	n=	2	n=	2	n=	22
1 No	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
2 Yes	0	0%	2	50%	1	100%	2	100%	1	50%	3	43%	1	50%	1	50%	2	100%	13	59%
3 Don't know	0	0%	2	50%	0	0%	0	0%	1	50%	4	57%	1	50%	1	50%	0	0%	9	41%
36. Binding decision-makers?	n=	0	n=	4	n=	1	n=	2	n=	4	n=	8	n=	1	n=	1	n=	2	n=	21
1 Librarian	0	0%	4	100%	1	100%	2	100%	3	75%	5	83%	1	100%	0	0%	1	50%	17	81%
2 Binding prep. staff	0	0%	1	25%	1	100%	1	50%	0	0%	2	33%	0	0%	0	0%	1	50%	6	29%
3 Bindery and library staff	0	0%	0	0%	0	0%	1	50%	2	50%	0	0%	0	0%	0	0%	2	100%	5	24%
4 Bindery staff	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	1	100%	0	0%	1	5%
39. Facility houses special collections?	n=	2	n=	6	n=	2	n=	5	n=	8	n=	9	n=	5	n=	8	n=	3	n=	48
1 No	0	0%	0	0%	0	0%	0	0%	1	13%	0	0%	0	0%	0	0%	2	87%	3	8%
2 Yes	2	100%	8	100%	2	100%	5	100%	7	88%	9	100%	5	100%	8	100%	1	33%	45	94%

	Over 10,000		5,000-9,999		2,500-4,999		1,000-2,499		500-999		100-499		50-99		1-49		NO SUCH COLLECTION		ALL	
	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%
39a. Materials in special collections?	n=	2	n=	6	n=	2	n=	5	n=	7	n=	9	n=	5	n=	9	n=	1	n=	46
1 Rare books	2	100%	5	83%	2	100%	4	80%	6	86%	7	78%	3	60%	6	67%	1	100%	38	78%
2 Manuscripts	2	100%	8	100%	2	100%	4	80%	6	86%	8	89%	4	60%	6	67%	0	0%	38	83%
3 Local records	0	0%	3	50%	1	50%	1	20%	2	29%	3	33%	2	40%	3	33%	0	0%	15	33%
4 Local history	0	0%	3	50%	2	100%	4	80%	3	43%	4	44%	3	60%	7	78%	0	0%	28	57%
5 Maps	1	50%	4	67%	2	100%	2	40%	6	86%	5	56%	3	60%	5	56%	0	0%	28	61%
8 Photographs	2	100%	8	100%	2	100%	4	80%	6	86%	8	87%	5	100%	7	78%	0	0%	38	83%
7 Art works	2	100%	5	83%	2	100%	1	20%	4	57%	4	44%	2	40%	4	44%	0	0%	24	52%
8 Microforms	2	100%	4	87%	2	100%	3	60%	2	29%	5	56%	1	20%	2	22%	0	0%	21	46%
9 Audio-visual materials	2	100%	4	67%	2	100%	2	40%	4	57%	3	33%	2	40%	4	44%	0	0%	23	50%
39b. Where are these collections housed?	n=	2	n=	5	n=	2	n=	5	n=	8	n=	9	n=	4	n=	5	n=	1	n=	39
1 Special collections	2	100%	5	100%	1	50%	3	60%	5	83%	5	56%	3	75%	2	40%	0	0%	26	67%
2 Vault	1	50%	2	40%	1	50%	0	0%	1	17%	6	67%	3	75%	3	60%	0	0%	17	44%
3 Closed stacks	2	100%	2	40%	2	100%	4	80%	1	17%	4	44%	2	50%	3	60%	1	100%	21	54%
39c. Where are these rooms located?	n=	2	n=	6	n=	2	n=	5	n=	7	n=	9	n=	5	n=	9	n=	1	n=	46
1 Basement	2	100%	4	67%	1	50%	1	20%	3	43%	3	33%	1	20%	2	22%	1	100%	18	39%
2 Attic	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	1	20%	0	0%	0	0%	1	2%
3 Upper floor	2	100%	3	50%	2	100%	2	40%	4	57%	3	33%	2	40%	4	44%	1	100%	23	50%
4 Main floor	1	50%	1	17%	1	50%	3	60%	1	14%	5	56%	3	60%	2	22%	0	0%	17	37%
5 Main building	2	100%	1	17%	2	100%	3	60%	2	29%	5	56%	2	40%	3	33%	0	0%	20	43%
6 Separate facility	2	100%	2	33%	1	50%	1	20%	1	14%	3	33%	1	20%	1	11%	0	0%	12	26%
40. Staff access to special collections materials?	n=	2	n=	5	n=	1	n=	5	n=	7	n=	8	n=	4	n=	6	n=	0	n=	38
1 Open without a key	1	50%	2	40%	1	100%	3	60%	3	43%	2	33%	3	75%	1	17%	0	0%	18	44%
2 Staff Key	1	50%	1	20%	0	0%	2	40%	0	0%	0	0%	0	0%	2	33%	0	0%	6	17%
3 Senior staff only	1	50%	2	40%	0	0%	1	20%	5	71%	5	63%	1	25%	3	50%	0	0%	18	50%
41. Patron access to spec. collections materials?	n=	2	n=	5	n=	2	n=	5	n=	7	n=	9	n=	4	n=	7	n=	1	n=	42
1 Open browsing	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
2 Materials retrieved and use supervised by staff	2	100%	5	100%	2	100%	5	100%	8	86%	9	100%	3	75%	6	86%	1	100%	39	93%
3 All materials at same time	0	0%	1	20%	0	0%	0	0%	0	0%	1	11%	2	50%	0	0%	1	100%	5	12%
4 Materials one at a time	2	100%	3	60%	1	50%	2	40%	5	71%	4	44%	0	0%	3	43%	0	0%	20	48%
42. Personal materials allowed in RR?	n=	2	n=	5	n=	2	n=	4	n=	6	n=	9	n=	4	n=	6	n=	1	n=	39
1 No restrictions	0	0%	3	60%	0	0%	1	25%	1	17%	5	58%	2	50%	3	50%	0	0%	15	36%
2 Paper and pencil only	2	100%	2	40%	2	100%	3	75%	3	50%	4	44%	2	50%	2	33%	0	0%	20	51%
3 Paper, pens, coats, etc.	0	0%	0	0%	0	0%	0	0%	2	33%	0	0%	0	0%	1	17%	1	100%	4	10%
4 No materials	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
43. Where are mss./archival materials housed?	n=	2	n=	6	n=	2	n=	5	n=	7	n=	9	n=	4	n=	8	n=	0	n=	43
1 In file cabinets	1	50%	2	33%	0	0%	3	60%	5	71%	5	56%	2	50%	7	88%	0	0%	25	56%
2 Corrugated boxes	2	100%	2	33%	0	0%	2	40%	1	14%	1	11%	0	0%	0	0%	0	0%	6	19%
3 Alkaline boxes	2	100%	8	100%	2	100%	5	100%	6	86%	7	78%	3	75%	1	13%	0	0%	32	74%
4 Manila folders	2	100%	2	33%	0	0%	1	20%	2	29%	0	0%	1	25%	2	25%	0	0%	10	23%
5 Alkaline folders	2	100%	5	83%	2	100%	4	80%	5	71%	7	78%	3	75%	1	13%	0	0%	29	67%
8 Scrapbooks	2	100%	2	33%	1	50%	3	60%	4	57%	5	56%	2	50%	5	63%	0	0%	24	56%

	Over 10,000		5,000-9,999		2,500-4,999		1,000-2,499		500-999		100-499		50-99		1-49		NO SUCH COLLECTION		ALL	
	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%
44. Routine processing tasks performed?	n=	2	n=	5	n=	2	n=	5	n=	7	n=	9	n=	5	n=	9	n=	0	n=	44
1 Nothing	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	1	20%	3	33%	0	0%	4	9%
2 Remove staples	2	100%	5	100%	2	100%	4	80%	8	86%	6	87%	3	60%	5	56%	0	0%	33	75%
3 Unfold	2	100%	5	100%	2	100%	4	80%	6	86%	6	67%	3	60%	4	44%	0	0%	32	73%
4 Placed in alkaline folders	2	100%	5	100%	2	100%	5	100%	5	71%	8	89%	2	40%	2	22%	0	0%	31	70%
5 Remove photos	2	100%	5	100%	2	100%	3	60%	6	86%	6	67%	4	80%	4	44%	0	0%	32	73%
6 Remove newsprint, etc.	1	50%	5	100%	2	100%	3	60%	6	86%	8	67%	4	80%	2	22%	0	0%	29	66%
7 Humidify and flatten	1	50%	1	20%	0	0%	0	0%	1	14%	3	33%	2	40%	0	0%	0	0%	8	18%
45. Disaster plan prepared?	n=	2	n=	6	n=	2	n=	5	n=	7	n=	10	n=	4	n=	8	n=	3	n=	47
1 No	1	50%	2	33%	0	0%	3	60%	3	43%	5	50%	4	100%	8	100%	1	33%	27	57%
2 Yes	0	0%	2	33%	2	100%	2	40%	0	0%	4	40%	0	0%	0	0%	1	33%	11	23%
3 In preparation	1	50%	2	33%	0	0%	0	0%	4	57%	1	10%	0	0%	0	0%	1	33%	9	19%
45a. Disaster plan components?	n=	1	n=	3	n=	2	n=	2	n=	5	n=	5	n=	2	n=	0	n=	2	n=	22
1 Response outline	1	100%	3	100%	2	100%	2	100%	4	80%	5	100%	2	100%	0	0%	2	100%	21	95%
2 Supplies stored off-site	1	100%	2	67%	0	0%	2	100%	2	40%	0	0%	0	0%	0	0%	1	50%	8	36%
3 Emergency supplies list	1	100%	3	100%	2	100%	2	100%	4	80%	3	60%	2	100%	0	0%	2	100%	19	86%
4 Description of emergency procedures	1	100%	3	100%	2	100%	2	100%	5	100%	5	100%	2	100%	0	0%	2	100%	22	100%
5 Recovery priorities	1	100%	1	33%	2	100%	2	100%	4	80%	5	100%	2	100%	0	0%	1	50%	18	82%
6 List of staff volunteers	1	100%	2	67%	1	50%	2	100%	4	80%	3	60%	2	100%	0	0%	1	50%	16	73%
7 Community resources	1	100%	3	100%	2	100%	2	100%	3	60%	3	60%	1	50%	0	0%	0	0%	15	68%
8 Conservation experts	1	100%	2	67%	2	100%	1	50%	3	60%	4	80%	1	50%	0	0%	1	50%	15	68%
51. Preservation money allocated?	n=	2	n=	5	n=	1	n=	5	n=	7	n=	10	n=	5	n=	9	n=	3	n=	47
1 No	1	50%	1	20%	0	0%	2	40%	2	29%	3	30%	2	40%	5	56%	1	33%	17	36%
2 Yes	1	50%	4	80%	1	100%	3	60%	5	71%	7	70%	3	60%	4	44%	2	67%	30	84%

APPENDIX M

HISTORICAL SOCIETIES BY SIZE OF ARCHIVAL HOLDINGS

	Over 10,000		5,000-9,999		2,500-4,999		1,000-2,499		500-999		100-499		50-99		1-49		NO SUCH COLLECTION		
	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%
3. Predominant material facility construction	n=	0	n=	0	n=	2	n=	5	n=	5	n=	20	n=	13	n=	44	n=	7	n=	96
1 Stone	0	0%	0	0%	0	0%	2	40%	4	80%	3	15%	2	15%	6	18%	2	29%	21	22%
2 Brick	0	0%	0	0%	1	50%	3	60%	4	80%	7	35%	7	54%	13	30%	3	43%	38	40%
3 Wood	0	0%	0	0%	0	0%	2	40%	1	20%	13	65%	13	100%	35	80%	4	57%	68	71%
4 Concrete	0	0%	0	0%	2	100%	2	40%	1	20%	5	25%	3	23%	9	20%	2	29%	24	25%
5 Glass	0	0%	0	0%	0	0%	0	0%	0	0%	2	10%	4	31%	6	14%	2	29%	14	15%
6 Steel	0	0%	0	0%	1	50%	2	40%	1	20%	3	15%	2	15%	2	5%	2	29%	13	14%
7 Don't know	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
4. Condition of roof and exterior walls	n=	0	n=	0	n=	2	n=	5	n=	5	n=	19	n=	13	n=	45	n=	7	n=	96
1 Good condition	0	0%	0	0%	2	100%	3	60%	4	80%	15	79%	13	100%	34	76%	5	71%	76	79%
2 Exterior walls are insulated	0	0%	0	0%	1	50%	1	20%	1	20%	4	21%	3	23%	7	16%	1	14%	18	19%
3 Exterior walls not insulated	0	0%	0	0%	1	50%	2	40%	3	80%	10	53%	7	54%	28	62%	4	57%	55	57%
4 Condensation occurs on walls/windows	0	0%	0	0%	0	0%	0	0%	0	0%	4	21%	0	0%	6	13%	0	0%	10	10%
5 Exterior walls leak	0	0%	0	0%	0	0%	0	0%	2	40%	0	0%	1	8%	3	7%	1	14%	7	7%
6 Roof/attic is insulated	0	0%	0	0%	0	0%	2	40%	0	0%	10	53%	4	31%	14	31%	2	29%	32	33%
7 Roof/attic is not insulated	0	0%	0	0%	1	50%	2	40%	3	60%	6	32%	5	38%	19	42%	3	43%	39	41%
6 Water accumulates on roof	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
9 Roof leaks	0	0%	0	0%	0	0%	0	0%	1	20%	2	11%	0	0%	6	13%	2	29%	11	11%
10 Don't know	0	0%	0	0%	0	0%	1	20%	0	0%	0	0%	0	0%	1	2%	1	14%	3	3%
5. Which of the rooms exist in your facility?	n=	0	n=	0	n=	2	n=	5	n=	5	n=	19	n=	12	n=	43	n=	7	n=	93
1 None	0	0%	0	0%	0	0%	0	0%	1	20%	1	5%	0	0%	8	14%	1	14%	9	10%
2 Attic	0	0%	0	0%	1	50%	2	40%	0	0%	14	74%	9	75%	24	56%	3	43%	53	57%
3 Basement stacks	0	0%	0	0%	2	100%	2	40%	3	80%	7	37%	3	25%	7	16%	1	14%	25	27%
4 Storage room(s)	0	0%	0	0%	2	100%	4	80%	4	80%	15	79%	6	50%	26	60%	4	57%	61	66%
5 Non-stack basement	0	0%	0	0%	2	100%	2	40%	1	20%	11	58%	5	42%	24	56%	3	43%	48	52%
5a. What is the condition of the attic?	n=	0	n=	0	n=	1	n=	4	n=	0	n=	14	n=	9	n=	24	n=	3	n=	55
1 Clean	0	0%	0	0%	0	0%	3	75%	0	0%	6	43%	4	44%	13	54%	0	0%	26	47%
2 Cluttered	0	0%	0	0%	1	100%	1	25%	0	0%	6	43%	4	44%	10	42%	2	67%	24	44%
3 Dirty	0	0%	0	0%	0	0%	0	0%	0	0%	5	36%	2	22%	5	21%	0	0%	12	22%
4 Dry	0	0%	0	0%	1	100%	3	75%	0	0%	7	50%	7	78%	13	54%	2	67%	33	60%
5 Wet	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	1	33%	1	2%
6 Rodents	0	0%	0	0%	0	0%	0	0%	0	0%	1	7%	0	0%	2	8%	0	0%	3	5%
7 Insects	0	0%	0	0%	0	0%	0	0%	0	0%	2	14%	0	0%	2	8%	0	0%	4	7%
8 Mold	0	0%	0	0%	0	0%	0	0%	0	0%	2	14%	1	11%	0	0%	0	0%	3	5%
5a. What is the condition of the basement stacks?	n=	0	n=	0	n=	2	n=	2	n=	3	n=	7	n=	3	n=	7	n=	1	n=	25
1 Clean	0	0%	0	0%	1	50%	1	50%	2	67%	4	57%	3	100%	4	57%	1	100%	16	64%
2 Cluttered	0	0%	0	0%	0	0%	0	0%	2	67%	3	43%	0	0%	2	29%	0	0%	7	28%
3 Dirty	0	0%	0	0%	1	50%	0	0%	2	67%	2	29%	1	33%	0	0%	0	0%	6	24%
4 Dry	0	0%	0	0%	0	0%	1	50%	2	67%	2	29%	2	87%	4	57%	1	100%	12	48%
5 Wet	0	0%	0	0%	0	0%	1	50%	0	0%	1	14%	0	0%	2	29%	0	0%	4	16%
6 Rodents	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
7 Insects	0	0%	0	0%	0	0%	0	0%	1	33%	2	29%	0	0%	0	0%	0	0%	3	12%
8 Mold	0	0%	0	0%	0	0%	1	50%	2	67%	2	29%	0	0%	3	43%	0	0%	8	32%
5a. What is the condition of the storage rooms?	n=	0	n=	0	n=	1	n=	3	n=	4	n=	14	n=	7	n=	26	n=	3	n=	58
1 Clean	0	0%	0	0%	1	100%	2	67%	3	75%	8	57%	7	100%	17	65%	1	33%	39	67%
2 Cluttered	0	0%	0	0%	0	0%	2	67%	1	25%	8	57%	2	29%	10	38%	1	33%	24	41%
3 Dirty	0	0%	0	0%	0	0%	0	0%	0	0%	1	7%	1	14%	0	0%	2	67%	4	7%
4 Dry	0	0%	0	0%	0	0%	2	67%	3	75%	8	57%	5	71%	14	54%	2	67%	34	59%
5 Wet	0	0%	0	0%	0	0%	0	0%	0	0%	1	7%	0	0%	1	4%	1	33%	3	5%
6 Rodents	0	0%	0	0%	0	0%	0	0%	0	0%	2	14%	0	0%	2	8%	0	0%	4	7%
7 Insects	0	0%	0	0%	0	0%	0	0%	0	0%	1	7%	0	0%	4	15%	0	0%	5	9%
8 Mold	0	0%	0	0%	0	0%	0	0%	0	0%	1	7%	1	14%	2	8%	0	0%	4	7%
5a. What is the condition of the non-stack basement?	n=	0	n=	0	n=	2	n=	3	n=	1	n=	13	n=	5	n=	24	n=	3	n=	51
1 Clean	0	0%	0	0%	1	50%	2	67%	0	0%	5	38%	1	20%	12	50%	2	67%	23	45%
2 Cluttered	0	0%	0	0%	2	100%	2	67%	0	0%	6	46%	1	20%	8	25%	1	33%	18	35%
3 Dirty	0	0%	0	0%	0	0%	0	0%	1	100%	4	31%	2	40%	3	13%	0	0%	10	20%
4 Dry	0	0%	0	0%	0	0%	2	67%	0	0%	5	38%	3	60%	9	38%	2	67%	21	41%
5 Wet	0	0%	0	0%	0	0%	0	0%	1	100%	4	31%	1	20%	6	25%	0	0%	12	24%
6 Rodents	0	0%	0	0%	0	0%	0	0%	0	0%	1	8%	1	20%	1	4%	0	0%	3	6%
7 Insects	0	0%	0	0%	0	0%	0	0%	0	0%	2	15%	2	40%	0	0%	0	0%	4	8%
8 Mold	0	0%	0	0%	0	0%	0	0%	0	0%	5	38%	2	40%	3	13%	0	0%	10	20%

	Over 10,000		5,000-9,999		2,500-4,999		1,000-2,499		500-999		100-499		50-99		1-49		NO SUCH COLLECTION		ALL	
	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%
6. Type of security system?	n=	0	n=	0	n=	2	n=	5	n=	5	n=	19	n=	10	n=	45	n=	8	n=	94
1 None	0	0%	0	0%	0	0%	0	0%	0	0%	1	5%	0	0%	9	20%	2	25%	12	13%
2 Shared system	0	0%	0	0%	0	0%	2	40%	0	0%	3	16%	2	20%	11	24%	3	38%	21	22%
3 Burglar alarms	0	0%	0	0%	1	50%	4	80%	5	100%	9	47%	6	60%	20	44%	4	50%	49	52%
4 Motion detectors	0	0%	0	0%	2	100%	5	100%	3	60%	13	68%	6	60%	19	42%	4	50%	52	55%
5 After-hours guard	0	0%	0	0%	0	0%	0	0%	1	20%	3	16%	1	10%	2	4%	0	0%	7	7%
6 Computerized system	0	0%	0	0%	1	50%	3	60%	0	0%	4	21%	0	0%	4	9%	0	0%	12	13%
7 Electronics at exit	0	0%	0	0%	0	0%	2	40%	0	0%	7	37%	2	20%	7	16%	3	38%	21	22%
7. Areas covered by HVAC?	n=	0	n=	0	n=	2	n=	5	n=	4	n=	15	n=	7	n=	29	n=	3	n=	65
1 General books	0	0%	0	0%	1	50%	5	100%	2	50%	11	73%	4	57%	23	79%	1	33%	47	72%
2 Special collections	0	0%	0	0%	2	100%	5	100%	4	100%	14	93%	5	71%	22	76%	3	100%	55	85%
3 Administrative areas	0	0%	0	0%	1	50%	5	100%	3	75%	13	87%	6	86%	19	66%	2	67%	49	75%
4 Don't know	0	0%	0	0%	0	0%	0	0%	0	0%	1	7%	1	14%	1	3%	0	0%	3	5%
6. Components?	n=	0	n=	0	n=	2	n=	5	n=	5	n=	16	n=	11	n=	32	n=	7	n=	78
1 Heating	0	0%	0	0%	2	100%	5	100%	3	60%	15	94%	11	100%	30	94%	6	86%	72	92%
2 Ventilation	0	0%	0	0%	2	100%	3	60%	0	0%	7	44%	3	27%	6	25%	0	0%	23	29%
3 Air-conditioning	0	0%	0	0%	2	100%	3	60%	3	60%	4	25%	4	36%	11	34%	1	14%	28	36%
4 Humidity control	0	0%	0	0%	2	100%	5	100%	2	40%	5	31%	2	18%	12	38%	1	14%	29	37%
5 Don't know	0	0%	0	0%	0	0%	0	0%	0	0%	1	6%	1	9%	0	0%	0	0%	2	3%
9. What areas are covered by AC?	n=	0	n=	0	n=	2	n=	2	n=	2	n=	5	n=	3	n=	13	n=	2	n=	29
1 General books	0	0%	0	0%	1	50%	2	100%	1	50%	4	80%	1	33%	11	85%	0	0%	20	69%
2 Special collections	0	0%	0	0%	2	100%	2	100%	2	100%	4	80%	2	67%	10	77%	1	50%	23	79%
3 Administrative areas	0	0%	0	0%	2	100%	2	100%	1	50%	4	80%	2	67%	6	62%	2	100%	21	72%
4 Don't know	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
9a. Where is the chiller located?	n=	0	n=	0	n=	2	n=	3	n=	1	n=	5	n=	4	n=	14	n=	1	n=	30
1 Roof	0	0%	0	0%	0	0%	0	0%	0	0%	2	40%	2	50%	3	21%	0	0%	7	23%
2 Outside on the grounds	0	0%	0	0%	1	50%	2	67%	0	0%	2	40%	1	25%	6	43%	0	0%	12	40%
3 Mechanical room	0	0%	0	0%	2	100%	1	33%	0	0%	2	40%	1	25%	2	14%	1	100%	9	30%
4 Windows	0	0%	0	0%	1	50%	0	0%	1	100%	1	20%	0	0%	3	21%	0	0%	6	20%
10. Constant control possible?	n=	0	n=	0	n=	2	n=	5	n=	5	n=	16	n=	10	n=	32	n=	6	n=	78
1 No	0	0%	0	0%	1	50%	2	40%	3	60%	16	89%	8	80%	26	81%	6	100%	62	79%
2 Yes	0	0%	0	0%	1	50%	3	60%	2	40%	2	11%	2	20%	6	19%	0	0%	16	21%
11. Constant setting?	n=	0	n=	0	n=	2	n=	4	n=	2	n=	8	n=	5	n=	17	n=	2	n=	40
1 No	0	0%	0	0%	1	50%	2	50%	0	0%	5	63%	1	20%	11	65%	0	0%	20	50%
2 Don't know	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	2	40%	1	6%	1	50%	4	10%
3 Yes	0	0%	0	0%	1	50%	2	50%	2	100%	3	38%	2	40%	5	29%	1	50%	16	40%
11a. Setting of Air-conditioning?	n=	0	n=	0	n=	1	n=	3	n=	1	n=	2	n=	3	n=	7	n=	1	n=	16
60-63	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
64-67	0	0%	0	0%	0	0%	1	33%	1	100%	0	0%	0	0%	1	14%	0	0%	3	17%
68-71	0	0%	0	0%	0	0%	2	67%	0	0%	1	50%	1	33%	2	29%	1	100%	7	39%
72-75	0	0%	0	0%	1	100%	0	0%	0	0%	1	50%	0	0%	3	43%	0	0%	5	26%
76-79	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	1	14%	0	0%	1	6%
Don't know	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	2	67%	0	0%	0	0%	2	11%
11a. Setting of heating?	n=	0	n=	0	n=	1	n=	4	n=	2	n=	6	n=	4	n=	15	n=	2	n=	34
60-63	0	0%	0	0%	0	0%	0	0%	0	0%	3	50%	1	25%	4	27%	0	0%	8	24%
64-67	0	0%	0	0%	0	0%	1	25%	2	100%	1	17%	0	0%	3	20%	0	0%	7	21%
68-71	0	0%	0	0%	1	100%	3	75%	0	0%	2	33%	1	25%	7	47%	1	50%	15	44%
72-75	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
76-79	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
Don't know	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	2	50%	1	7%	1	50%	4	12%

	Over 10,000		5,000-9,999		2,500-4,999		1,000-2,499		500-999		100-499		50-99		1-49		NO SUCH COLLECTION		ALL	
	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%
11b. AC turned down or shut off?	n= 0		n= 0		n= 1		n= 3		n= 1		n= 2		n= 5		n= 9		n= 1		n= 22	
1 No	0	0%	0	0%	1	100%	1	33%	0	0%	0	0%	1	20%	4	44%	1	100%	6	36%
2 Don't know	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	1	20%	0	0%	0	0%	1	5%
3 Yes	0	0%	0	0%	0	0%	2	67%	1	100%	2	100%	3	60%	5	56%	0	0%	13	59%
11b. Heat turned down or shut off?	n= 0		n= 0		n= 0		n= 4		n= 2		n= 5		n= 8		n= 19		n= 2		n= 40	
1 No	0	0%	0	0%	0	0%	2	50%	1	50%	4	60%	1	13%	6	42%	1	50%	17	43%
2 Don't know	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	1	13%	3	16%	0	0%	4	10%
3 Yes	0	0%	0	0%	0	0%	2	50%	1	50%	1	20%	6	75%	8	42%	1	50%	19	48%
11b. Ventilation turned down or shut off?	n= 0		n= 0		n= 0		n= 3		n= 0		n= 2		n= 2		n= 5		n= 0		n= 12	
1 No	0	0%	0	0%	0	0%	1	33%	0	0%	1	50%	0	0%	3	60%	0	0%	5	42%
2 Don't know	0	0%	0	0%	0	0%	1	33%	0	0%	0	0%	1	50%	1	20%	0	0%	3	25%
3 Yes	0	0%	0	0%	0	0%	1	33%	0	0%	1	50%	1	50%	1	20%	0	0%	4	33%
11c. Humidity control devices used?	n= 0		n= 0		n= 1		n= 4		n= 3		n= 6		n= 6		n= 14		n= 3		n= 37	
1 Portable humidifiers	0	0%	0	0%	0	0%	1	25%	1	33%	1	17%	1	17%	1	7%	1	33%	6	16%
2 Portable dehumidifiers	0	0%	0	0%	0	0%	2	50%	2	67%	4	67%	2	33%	5	36%	2	67%	17	46%
3 System humidification	0	0%	0	0%	1	100%	2	50%	1	33%	2	33%	2	33%	4	29%	1	33%	13	35%
4 System dehumidification	0	0%	0	0%	0	0%	1	25%	0	0%	2	33%	1	17%	3	21%	1	33%	8	22%
12. Separate HVAC for special collections?	n= 0		n= 0		n= 2		n= 5		n= 5		n= 19		n= 9		n= 38		n= 6		n= 84	
1 No	0	0%	0	0%	1	50%	3	60%	3	60%	17	89%	6	67%	35	92%	5	83%	70	83%
2 Yes	0	0%	0	0%	1	50%	2	40%	2	40%	2	11%	3	33%	3	8%	1	17%	14	17%
12a. Constant control?	n= 0		n= 0		n= 1		n= 2		n= 2		n= 5		n= 3		n= 10		n= 1		n= 24	
1 No	0	0%	0	0%	0	0%	0	0%	1	50%	3	60%	2	67%	9	90%	1	100%	16	87%
2 Yes	0	0%	0	0%	1	100%	2	100%	1	50%	2	40%	1	33%	1	10%	0	0%	6	33%
12b. Constant setting?	n= 0		n= 0		n= 1		n= 3		n= 1		n= 4		n= 5		n= 11		n= 1		n= 26	
1 No	0	0%	0	0%	0	0%	1	33%	0	0%	1	25%	2	40%	10	91%	0	0%	14	54%
2 Don't know	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	2	40%	1	9%	0	0%	3	12%
3 Yes	0	0%	0	0%	1	100%	2	87%	1	100%	3	75%	1	20%	0	0%	1	100%	9	35%
12c. Setting of Air-conditioning?	n= 0		n= 0		n= 2		n= 2		n= 1		n= 2		n= 2		n= 0		n= 1		n= 10	
60-63	0	0%	0	0%	0	0%	0	0%	0	0%	1	50%	0	0%	0	0%	0	0%	1	10%
64-67	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	1	100%	1	10%
68-71	0	0%	0	0%	1	50%	2	100%	0	0%	0	0%	0	0%	0	0%	0	0%	3	30%
72-75	0	0%	0	0%	1	50%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	1	10%
76-79	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
Don't know	0	0%	0	0%	0	0%	0	0%	1	100%	1	50%	2	100%	0	0%	0	0%	4	40%
12c. Setting of heating?	n= 0		n= 0		n= 2		n= 3		n= 1		n= 5		n= 5		n= 7		n= 0		n= 23	
60-63	0	0%	0	0%	0	0%	0	0%	0	0%	2	40%	1	20%	3	43%	0	0%	6	26%
64-67	0	0%	0	0%	0	0%	1	33%	0	0%	2	40%	0	0%	2	29%	0	0%	5	22%
68-71	0	0%	0	0%	2	100%	2	67%	0	0%	0	0%	1	20%	1	14%	0	0%	6	26%
72-75	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
76-79	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
Don't know	0	0%	0	0%	0	0%	0	0%	1	100%	1	20%	3	60%	1	14%	0	0%	6	26%
12d. AC turned down or shut off?	n= 0		n= 0		n= 1		n= 2		n= 1		n= 3		n= 3		n= 1		n= 1		n= 12	
1 No	0	0%	0	0%	1	100%	2	100%	0	0%	2	67%	1	33%	1	100%	1	100%	8	67%
2 Don't know	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	1	33%	0	0%	0	0%	1	8%
3 Yes	0	0%	0	0%	0	0%	0	0%	1	100%	1	33%	1	33%	0	0%	0	0%	3	25%
12d. Heat turned down or shut off?	n= 0		n= 0		n= 1		n= 2		n= 1		n= 5		n= 6		n= 9		n= 0		n= 24	
1 No	0	0%	0	0%	1	100%	1	50%	0	0%	2	40%	2	33%	2	22%	0	0%	8	33%
2 Don't know	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	1	17%	1	11%	0	0%	2	8%
3 Yes	0	0%	0	0%	0	0%	1	50%	1	100%	3	60%	3	50%	6	67%	0	0%	14	58%

	Over 10,000		5,000-9,999		2,500-4,999		1,000-2,499		500-999		100-499		50-99		1-49		NO SUCH COLLECTION		ALL	
	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%
12d. Ventilation turned down or shut off?	n= 0		n= 0		n= 1		n= 2		n= 1		n= 2		n= 3		n= 1		n= 0		n= 10	
1 No	0	0%	0	0%	1	100%	2	100%	0	0%	1	50%	2	67%	1	100%	0	0%	7	70%
2 Don't know	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	1	33%	0	0%	0	0%	1	10%
3 Yes	0	0%	0	0%	0	0%	0	0%	1	100%	1	50%	0	0%	0	0%	0	0%	2	20%
12e. Humidity control devices used?	n= 0		n= 0		n= 1		n= 3		n= 1		n= 8		n= 4		n= 7		n= 2		n= 24	
1 Portable humidifiers	0	0%	0	0%	0	0%	1	33%	0	0%	1	17%	0	0%	1	14%	1	50%	4	17%
2 Portable dehumidifiers	0	0%	0	0%	0	0%	1	33%	0	0%	6	100%	1	25%	4	57%	0	0%	12	50%
3 System humidification	0	0%	0	0%	1	100%	2	67%	1	100%	1	17%	2	50%	0	0%	0	0%	7	29%
4 System dehumidification	0	0%	0	0%	1	100%	1	33%	0	0%	0	0%	1	25%	1	14%	0	0%	4	17%
13. Environmental monitoring devices?	n= 0		n= 0		n= 2		n= 5		n= 5		n= 20		n= 11		n= 41		n= 8		n= 92	
1 None	0	0%	0	0%	0	0%	0	0%	0	0%	2	10%	3	27%	18	44%	3	38%	26	28%
2 Thermostat	0	0%	0	0%	1	50%	4	80%	4	80%	15	75%	8	73%	20	49%	3	38%	55	60%
3 Thermometer	0	0%	0	0%	0	0%	3	60%	2	40%	5	25%	2	18%	8	20%	3	38%	23	25%
4 Hygrometer	0	0%	0	0%	0	0%	3	60%	3	80%	3	15%	2	18%	4	10%	2	25%	17	18%
5 Thermohygrometer	0	0%	0	0%	1	50%	0	0%	0	0%	1	5%	1	9%	3	7%	0	0%	6	7%
6 Hygrothermograph	0	0%	0	0%	0	0%	1	20%	1	20%	4	20%	1	9%	2	5%	1	13%	10	11%
7 Sling psychrometer	0	0%	0	0%	0	0%	1	20%	3	60%	0	0%	2	18%	1	2%	0	0%	7	8%
8 Battery-operated psychrometer	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
14. Reduction of entering light?	n= 0		n= 0		n= 2		n= 5		n= 5		n= 17		n= 12		n= 42		n= 7		n= 90	
1 No windows	0	0%	0	0%	0	0%	2	40%	1	20%	0	0%	2	17%	5	12%	2	29%	12	13%
2 Nothing done	0	0%	0	0%	0	0%	0	0%	0	0%	2	12%	3	25%	14	33%	3	43%	22	24%
3 Light-filtering film	0	0%	0	0%	1	50%	2	40%	2	40%	8	35%	1	8%	3	7%	0	0%	15	17%
4 Light-filtering glass	0	0%	0	0%	0	0%	0	0%	1	20%	13	76%	0	0%	4	10%	1	14%	19	21%
5 Shades	0	0%	0	0%	1	50%	4	80%	5	100%	12	71%	8	50%	16	38%	2	29%	48	51%
6 Curtains	0	0%	0	0%	0	0%	2	40%	1	20%	8	47%	9	75%	15	36%	1	14%	38	40%
7 Roof overhangs	0	0%	0	0%	1	50%	0	0%	0	0%	0	0%	0	0%	2	5%	0	0%	3	3%
8 Awnings	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
15. Reduction of UV radiation inside?	n= 0		n= 0		n= 2		n= 5		n= 5		n= 19		n= 11		n= 41		n= 8		n= 91	
1 None	0	0%	0	0%	0	0%	0	0%	1	20%	8	32%	8	55%	24	59%	7	88%	44	48%
2 UV-filtering sleeves	0	0%	0	0%	1	50%	4	80%	2	40%	4	21%	2	18%	7	17%	1	13%	21	23%
3 Low UV fluorescent tubes	0	0%	0	0%	1	50%	0	0%	1	20%	3	16%	2	18%	4	10%	0	0%	11	12%
4 UF-3 or UF-4 plexiglass	0	0%	0	0%	0	0%	1	20%	0	0%	8	32%	1	9%	3	7%	0	0%	11	12%
5 UV-filtering film	0	0%	0	0%	0	0%	1	20%	1	20%	8	32%	0	0%	5	12%	0	0%	13	14%
6 Lights turned on and off	0	0%	0	0%	2	100%	3	60%	4	80%	8	32%	3	27%	7	17%	0	0%	25	27%
18. Fire detection/suppression systems installed?	n= 0		n= 0		n= 2		n= 5		n= 5		n= 20		n= 13		n= 44		n= 8		n= 97	
1 No	0	0%	0	0%	0	0%	0	0%	0	0%	1	5%	3	23%	7	16%	2	25%	13	13%
2 Don't know	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	1	2%	1	13%	2	2%
3 Yes	0	0%	0	0%	2	100%	5	100%	5	100%	19	95%	10	77%	36	82%	5	63%	82	85%
18a. Type of system?	n= 0		n= 0		n= 2		n= 5		n= 5		n= 19		n= 10		n= 35		n= 8		n= 82	
1 Fire extinguishers	0	0%	0	0%	2	100%	4	80%	4	80%	18	84%	7	70%	29	83%	4	87%	68	80%
2 Wet pipe sprinklers	0	0%	0	0%	0	0%	1	20%	0	0%	0	0%	2	20%	3	9%	1	17%	7	9%
3 Dry pipe sprinklers	0	0%	0	0%	0	0%	1	20%	0	0%	0	0%	0	0%	2	6%	0	0%	3	4%
4 Halon	0	0%	0	0%	0	0%	1	20%	0	0%	1	5%	0	0%	0	0%	0	0%	2	2%
5 Smoke detectors	0	0%	0	0%	1	50%	4	80%	3	60%	15	79%	10	100%	27	77%	4	67%	84	78%
6 Heat detectors	0	0%	0	0%	1	50%	5	100%	1	20%	15	79%	3	30%	16	46%	1	17%	42	51%
7 Ionization detectors	0	0%	0	0%	0	0%	0	0%	0	0%	2	11%	1	10%	0	0%	0	0%	3	4%
16b. Where are these systems installed (Everywhere)?	n= 0		n= 0		n= 2		n= 5		n= 5		n= 17		n= 8		n= 28		n= 4		n= 69	
1 Fire extinguishers	0	0%	0	0%	2	100%	5	100%	4	80%	13	76%	4	50%	18	84%	3	75%	49	71%
2 Wet pipe sprinklers	0	0%	0	0%	0	0%	1	20%	0	0%	0	0%	2	25%	2	7%	0	0%	5	7%
3 Dry pipe sprinklers	0	0%	0	0%	0	0%	1	20%	0	0%	0	0%	0	0%	0	0%	0	0%	1	1%
4 Halon	0	0%	0	0%	0	0%	0	0%	0	0%	1	6%	0	0%	0	0%	0	0%	1	1%
5 Smoke detectors	0	0%	0	0%	1	50%	4	80%	4	80%	12	71%	8	75%	20	71%	2	50%	49	71%
8 Heat detectors	0	0%	0	0%	1	50%	4	80%	2	40%	12	71%	2	25%	14	50%	1	25%	36	52%
7 Ionization detectors	0	0%	0	0%	0	0%	0	0%	0	0%	1	6%	0	0%	0	0%	0	0%	1	1%

	Over 10,000		5,000-9,999		2,500-4,999		1,000-2,499		500-999		100-499		50-99		1-49		NO SUCH COLLECTION		ALL	
	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%
16b. Where are these systems installed (Stor. areas)?	n= 0		n= 0		n= 0		n= 1		n= 0		n= 4		n= 3		n= 11		n= 3		n= 22	
1 Fire extinguishers	0	0%	0	0%	0	0%	0	0%	0	0%	3	75%	3	100%	7	64%	2	67%	15	68%
2 Wet pipe sprinklers	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	1	9%	1	33%	2	9%
3 Dry pipe sprinklers	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
4 Halon	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
5 Smoke detectors	0	0%	0	0%	0	0%	0	0%	0	0%	3	75%	0	0%	5	45%	0	0%	8	36%
6 Heat detectors	0	0%	0	0%	0	0%	1	100%	0	0%	3	75%	0	0%	2	18%	0	0%	8	27%
7 Ionization detectors	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
18b. Where are these systems installed (Vault)?	n= 0		n= 0		n= 0		n= 1		n= 1		n= 1		n= 1		n= 1		n= 0		n= 5	
1 Fire extinguishers	0	0%	0	0%	0	0%	0	0%	1	100%	0	0%	0	0%	0	0%	0	0%	1	20%
2 Wet pipe sprinklers	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
3 Dry pipe sprinklers	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
4 Halon	0	0%	0	0%	0	0%	1	100%	0	0%	0	0%	1	100%	0	0%	0	0%	2	40%
5 Smoke detectors	0	0%	0	0%	0	0%	1	100%	1	100%	1	100%	0	0%	0	0%	0	0%	3	60%
6 Heat detectors	0	0%	0	0%	0	0%	1	100%	0	0%	1	100%	0	0%	1	100%	0	0%	3	80%
7 Ionization detectors	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
16b. Where are these systems installed (Spec. collect.)?	n= 0		n= 0		n= 0		n= 1		n= 1		n= 1		n= 3		n= 3		n= 0		n= 9	
1 Fire extinguishers	0	0%	0	0%	0	0%	1	100%	1	100%	1	100%	1	33%	1	33%	0	0%	5	58%
2 Wet pipe sprinklers	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	1	33%	0	0%	1	11%
3 Dry pipe sprinklers	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
4 Halon	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	1	33%	0	0%	0	0%	1	11%
5 Smoke detectors	0	0%	0	0%	0	0%	0	0%	1	100%	1	100%	1	33%	2	87%	0	0%	5	58%
8 Heat detectors	0	0%	0	0%	0	0%	0	0%	0	0%	1	100%	1	33%	1	33%	0	0%	3	33%
7 Ionization detectors	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
18c. Inspected regularly?	n= 0		n= 0		n= 1		n= 5		n= 5		n= 19		n= 9		n= 35		n= 8		n= 80	
1 No	0	0%	0	0%	0	0%	0	0%	1	20%	2	11%	0	0%	7	20%	0	0%	10	13%
2 Annually	0	0%	0	0%	0	0%	3	60%	2	40%	8	42%	7	78%	17	49%	3	50%	40	50%
3 Twice a Year	0	0%	0	0%	1	100%	1	20%	0	0%	3	16%	1	11%	1	3%	2	33%	9	11%
4 More than twice a year	0	0%	0	0%	0	0%	1	20%	1	20%	4	21%	1	11%	1	3%	0	0%	8	10%
5 Don't know	0	0%	0	0%	0	0%	0	0%	1	20%	2	11%	0	0%	9	26%	1	17%	13	16%
16d. How are they inspected?	n= 0		n= 0		n= 1		n= 5		n= 3		n= 13		n= 7		n= 26		n= 6		n= 61	
1 With a match	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	1	4%	0	0%	1	2%
2 Professionally-trained personnel	0	0%	0	0%	1	100%	3	60%	3	100%	8	62%	5	71%	15	58%	5	83%	40	86%
3 Fire marshall	0	0%	0	0%	0	0%	2	40%	0	0%	4	31%	2	29%	5	19%	1	17%	14	23%
4 Don't know	0	0%	0	0%	0	0%	0	0%	0	0%	1	8%	0	0%	7	27%	0	0%	8	13%
17. Connected to fire department?	n= 0		n= 0		n= 1		n= 5		n= 5		n= 18		n= 10		n= 39		n= 5		n= 83	
1 No	0	0%	0	0%	0	0%	2	40%	2	40%	4	22%	4	40%	17	44%	2	40%	31	37%
2 Yes	0	0%	0	0%	1	100%	3	60%	3	80%	14	78%	6	80%	22	56%	3	60%	52	63%
18. Are water alarms present?	n= 0		n= 0		n= 2		n= 5		n= 4		n= 18		n= 11		n= 41		n= 8		n= 87	
1 No	0	0%	0	0%	2	100%	3	60%	3	75%	17	94%	11	100%	40	98%	6	100%	82	94%
2 Throughout the facility	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
3 Selected areas only	0	0%	0	0%	0	0%	2	40%	1	25%	1	6%	0	0%	1	2%	0	0%	5	6%
19. Has a building survey been done?	n= 0		n= 0		n= 2		n= 5		n= 5		n= 19		n= 12		n= 43		n= 5		n= 91	
1 No	0	0%	0	0%	0	0%	1	20%	1	20%	9	47%	5	42%	27	63%	3	60%	48	51%
2 Yes	0	0%	0	0%	2	100%	4	80%	4	80%	10	53%	7	58%	16	37%	2	40%	45	49%
19a. Who performed the building survey?	n= 0		n= 0		n= 2		n= 4		n= 4		n= 10		n= 6		n= 9		n= 1		n= 36	
1 NEDCC	0	0%	0	0%	1	50%	2	50%	0	0%	4	40%	1	17%	2	22%	0	0%	10	28%
2 Independent Consultant	0	0%	0	0%	0	0%	1	25%	3	75%	3	30%	2	33%	3	33%	1	100%	13	36%
3 Society of American Archivists	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
4 Staff	0	0%	0	0%	1	50%	1	25%	1	25%	3	30%	3	50%	4	44%	0	0%	13	36%

	Over 10,000		5,000-9,999		2,500-4,999		1,000-2,499		500-999		100-499		50-99		1-49		NO SUCH COLLECTION		ALL	
	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%
20. Is there a preservation plan?	n=	0	n=	0	n=	1	n=	5	n=	3	n=	19	n=	12	n=	42	n=	6	n=	88
1 No	0	0%	0	0%	1	100%	3	60%	3	100%	14	74%	10	83%	36	66%	6	100%	73	83%
2 Yes	0	0%	0	0%	0	0%	2	40%	0	0%	5	26%	2	17%	6	14%	0	0%	15	17%
21. Has a collection survey been done?	n=	0	n=	0	n=	2	n=	5	n=	5	n=	19	n=	13	n=	43	n=	7	n=	94
1 No	0	0%	0	0%	1	50%	2	40%	2	40%	6	32%	5	38%	27	63%	6	86%	49	52%
2 Yes	0	0%	0	0%	1	50%	3	60%	3	60%	13	68%	8	62%	16	37%	1	14%	45	48%
21a. Who performed the collection survey?	n=	0	n=	0	n=	1	n=	3	n=	3	n=	12	n=	8	n=	12	n=	1	n=	40
1 NEDCC	0	0%	0	0%	1	100%	2	67%	0	0%	6	67%	3	38%	2	17%	1	100%	17	43%
2 Independent consultant	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	3	38%	2	17%	0	0%	5	13%
3 Staff	0	0%	0	0%	0	0%	1	33%	3	100%	4	33%	2	25%	6	67%	0	0%	16	45%
23. Person with preservation skills identified?	n=	0	n=	0	n=	2	n=	5	n=	5	n=	19	n=	12	n=	42	n=	6	n=	91
1 No	0	0%	0	0%	0	0%	1	20%	1	20%	8	42%	5	42%	25	60%	6	100%	46	51%
2 Yes	0	0%	0	0%	2	100%	4	80%	4	60%	11	58%	7	56%	17	40%	0	0%	45	49%
24. Person with preservation skills on staff?	n=	0	n=	0	n=	2	n=	5	n=	5	n=	19	n=	13	n=	37	n=	6	n=	87
1 No	0	0%	0	0%	1	50%	3	60%	1	20%	13	68%	10	77%	21	57%	4	67%	53	61%
2 Yes	0	0%	0	0%	1	50%	2	40%	4	60%	6	32%	3	23%	16	43%	2	33%	34	39%
24b. Has this person run workshops for the staff?	n=	0	n=	0	n=	1	n=	2	n=	4	n=	6	n=	5	n=	21	n=	1	n=	40
1 No	0	0%	0	0%	0	0%	0	0%	3	75%	2	33%	3	60%	16	76%	1	100%	25	63%
2 Yes	0	0%	0	0%	1	100%	2	100%	1	25%	4	67%	2	40%	5	24%	0	0%	15	38%
25. Attended preservation education programs?	n=	0	n=	0	n=	2	n=	5	n=	4	n=	19	n=	13	n=	41	n=	7	n=	91
1 No	0	0%	0	0%	1	50%	1	20%	0	0%	3	16%	2	15%	13	32%	2	29%	22	24%
2 Regional programs	0	0%	0	0%	0	0%	4	80%	3	75%	9	47%	7	54%	21	51%	4	57%	48	53%
3 State programs	0	0%	0	0%	0	0%	4	80%	0	0%	5	26%	3	23%	11	27%	4	57%	27	30%
4 National programs	0	0%	0	0%	0	0%	0	0%	1	25%	2	11%	0	0%	2	5%	1	14%	8	7%
5 Professional organizations	0	0%	0	0%	1	50%	2	40%	2	50%	8	42%	2	15%	6	15%	1	14%	22	24%
6 University courses	0	0%	0	0%	1	50%	1	20%	1	25%	4	21%	1	6%	2	5%	0	0%	10	11%
7 Professional conferences	0	0%	0	0%	0	0%	2	40%	2	50%	5	26%	5	38%	5	12%	2	29%	21	23%
25a. Preservation topics taught?	n=	0	n=	0	n=	1	n=	3	n=	4	n=	16	n=	10	n=	27	n=	4	n=	65
1 Environmental controls	0	0%	0	0%	1	100%	2	67%	4	100%	12	75%	3	30%	12	44%	3	75%	37	57%
2 Basic repairs	0	0%	0	0%	0	0%	2	67%	3	75%	7	44%	4	40%	5	19%	2	50%	23	35%
3 Storage	0	0%	0	0%	1	100%	2	67%	4	100%	15	94%	6	60%	18	59%	4	100%	48	74%
4 Proper shelving	0	0%	0	0%	0	0%	1	33%	3	75%	10	63%	6	60%	8	30%	3	75%	31	48%
5 Care and handling	0	0%	0	0%	0	0%	3	100%	3	75%	14	88%	9	90%	23	65%	3	75%	55	65%
6 Security	0	0%	0	0%	1	100%	2	67%	2	50%	6	50%	2	20%	5	19%	2	50%	22	34%
7 Disaster preparedness	0	0%	0	0%	1	100%	3	100%	3	75%	9	56%	2	20%	3	11%	0	0%	21	32%
8 Protective enclosures	0	0%	0	0%	0	0%	1	33%	2	50%	6	50%	7	70%	10	37%	3	75%	31	48%
9 Library binding	0	0%	0	0%	0	0%	0	0%	0	0%	5	31%	2	20%	5	19%	0	0%	12	16%
10 Care of photographs	0	0%	0	0%	0	0%	3	100%	4	100%	14	88%	6	60%	13	48%	2	50%	44	68%
11 Nature of photographs	0	0%	0	0%	0	0%	1	33%	3	75%	10	83%	3	30%	6	22%	2	50%	25	38%
12 Conservation of photographs	0	0%	0	0%	0	0%	1	33%	3	75%	9	56%	4	40%	6	30%	2	50%	27	42%
13 Preservation microfilming	0	0%	0	0%	1	100%	0	0%	1	25%	4	25%	2	20%	2	7%	1	25%	11	17%
14 Preservation management	0	0%	0	0%	0	0%	2	67%	0	0%	5	31%	1	10%	6	22%	3	75%	17	26%
15 Conservation treatment	0	0%	0	0%	0	0%	1	33%	1	25%	7	44%	3	30%	6	30%	2	50%	22	34%
16 Advanced hands-on	0	0%	0	0%	0	0%	0	0%	2	50%	0	0%	0	0%	1	4%	0	0%	3	5%
17 Deacidification	0	0%	0	0%	0	0%	0	0%	1	25%	5	31%	3	30%	6	30%	1	25%	16	26%
18 Pest control	0	0%	0	0%	0	0%	0	0%	2	50%	3	19%	3	30%	3	11%	0	0%	11	17%
26. Familiar with NEDCC?	n=	0	n=	0	n=	2	n=	5	n=	5	n=	19	n=	13	n=	44	n=	6	n=	96
1 No	0	0%	0	0%	0	0%	0	0%	0	0%	2	11%	5	38%	6	18%	4	50%	19	20%
2 Yes	0	0%	0	0%	2	100%	5	100%	5	100%	17	89%	6	62%	36	62%	4	50%	77	60%
26a. Contracted work with NEDCC?	n=	0	n=	0	n=	2	n=	3	n=	5	n=	17	n=	6	n=	39	n=	4	n=	78
1 No	0	0%	0	0%	1	50%	2	67%	1	20%	4	24%	4	50%	24	62%	3	75%	39	50%
2 Yes	0	0%	0	0%	1	50%	3	100%	4	60%	13	78%	4	50%	15	38%	1	25%	41	53%

	Over 10,000		5,000-9,999		2,500-4,999		1,000-2,499		500-999		100-499		50-99		1-49		NO SUCH COLLECTION		ALL	
	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%
26b. Services used?	n=	0	n=	0	n=	1	n=	3	n=	4	n=	13	n=	3	n=	14	n=	1	n=	39
1 Preservation microfilming	0	0%	0	0%	1	100%	2	67%	1	25%	3	23%	0	0%	2	14%	0	0%	9	23%
2 Book conservation	0	0%	0	0%	1	100%	3	100%	1	25%	4	31%	0	0%	4	29%	0	0%	13	33%
3 Surveys	0	0%	0	0%	1	100%	3	100%	2	50%	8	62%	2	67%	3	21%	1	100%	20	51%
4 Paper conservation	0	0%	0	0%	1	100%	2	67%	3	75%	12	92%	1	33%	9	64%	1	100%	29	74%
5 Photograph conservation	0	0%	0	0%	1	100%	0	0%	3	75%	3	23%	2	67%	4	29%	1	100%	14	36%
8 Photographic copying	0	0%	0	0%	0	0%	0	0%	0	0%	4	31%	0	0%	0	0%	0	0%	4	10%
7 Workshops	0	0%	0	0%	0	0%	2	67%	1	25%	6	46%	1	33%	3	21%	0	0%	13	33%
8 Disaster assistance	0	0%	0	0%	0	0%	0	0%	0	0%	2	15%	0	0%	1	7%	1	100%	4	10%
27. Photocopy machines available to patrons?	n=	0	n=	0	n=	2	n=	5	n=	5	n=	19	n=	12	n=	45	n=	7	n=	95
1 No	0	0%	0	0%	0	0%	1	20%	0	0%	8	42%	3	25%	20	44%	4	57%	38	38%
2 Yes	0	0%	0	0%	2	100%	4	80%	5	100%	11	58%	9	75%	25	56%	3	43%	59	62%
27a. Policy regarding use of photocopy machines?	n=	0	n=	0	n=	2	n=	4	n=	5	n=	12	n=	11	n=	28	n=	4	n=	66
1 No restrictions	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	2	18%	5	18%	1	25%	8	12%
2 Certain items not photocopied	0	0%	0	0%	0	0%	3	75%	4	80%	7	58%	3	27%	9	32%	2	50%	28	42%
3 Certain items by patrons	0	0%	0	0%	0	0%	1	25%	1	20%	3	25%	0	0%	3	11%	0	0%	8	12%
4 Certain items by staff only	0	0%	0	0%	0	0%	2	50%	4	80%	8	67%	4	36%	10	36%	1	25%	29	44%
5 All items by staff	0	0%	0	0%	2	100%	2	50%	1	20%	4	33%	5	45%	14	50%	1	25%	29	44%
28. Is the staff trained to shelve properly?	n=	0	n=	0	n=	2	n=	4	n=	4	n=	19	n=	12	n=	44	n=	8	n=	91
1 No	0	0%	0	0%	0	0%	1	25%	0	0%	9	47%	5	42%	36	82%	5	83%	56	62%
2 Yes	0	0%	0	0%	2	100%	3	75%	4	100%	10	53%	7	58%	8	18%	1	17%	35	38%
28a. How is staff trained to shelve materials?	n=	0	n=	0	n=	2	n=	3	n=	3	n=	10	n=	8	n=	5	n=	1	n=	30
1 Tilt volume by headcap	0	0%	0	0%	0	0%	0	0%	0	0%	1	10%	0	0%	0	0%	0	0%	1	3%
2 Push volumes on either side	0	0%	0	0%	2	100%	3	100%	3	100%	9	90%	4	87%	5	100%	1	100%	27	90%
3 Tilt with pressure on textblock	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	2	33%	0	0%	0	0%	2	7%
4 Bookends reajusted	0	0%	0	0%	1	50%	2	67%	2	87%	8	80%	4	67%	1	20%	0	0%	16	53%
29. Shelving of oversized volumes?	n=	0	n=	0	n=	2	n=	5	n=	5	n=	18	n=	13	n=	34	n=	7	n=	84
1 Spine up	0	0%	0	0%	0	0%	0	0%	0	0%	1	6%	1	8%	7	21%	1	14%	10	12%
2 Spine down	0	0%	0	0%	1	50%	0	0%	1	20%	2	11%	0	0%	6	18%	0	0%	10	12%
3 Upright, separate shelves	0	0%	0	0%	2	100%	2	40%	2	40%	8	44%	3	23%	10	29%	3	43%	30	36%
4 Flat on separate shelves	0	0%	0	0%	2	100%	5	100%	4	80%	15	83%	12	92%	25	74%	5	71%	68	81%
30. Paper mended how?	n=	0	n=	0	n=	2	n=	5	n=	5	n=	19	n=	13	n=	45	n=	8	n=	95
1 None done	0	0%	0	0%	1	50%	4	80%	3	80%	12	83%	9	69%	29	84%	4	87%	62	85%
2 "Archival" tape	0	0%	0	0%	1	50%	1	20%	3	60%	3	16%	3	23%	10	22%	2	33%	23	24%
3 Scotch tape	0	0%	0	0%	0	0%	0	0%	0	0%	1	5%	2	15%	4	9%	0	0%	7	7%
4 Elmer's glue	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	1	8%	2	4%	0	0%	3	3%
5 Library paste	0	0%	0	0%	1	50%	0	0%	0	0%	1	5%	0	0%	2	4%	0	0%	4	4%
8 Japanese tissue and starch paste	0	0%	0	0%	0	0%	1	20%	1	20%	4	21%	0	0%	3	7%	1	17%	10	11%
7 Heat set tissue	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	1	2%	0	0%	1	1%
31. Books mended how?	n=	0	n=	0	n=	2	n=	5	n=	4	n=	19	n=	11	n=	40	n=	8	n=	87
1 Not applicable	0	0%	0	0%	0	0%	1	20%	0	0%	0	0%	2	18%	3	8%	1	17%	7	8%
2 None done	0	0%	0	0%	2	100%	2	40%	2	50%	16	84%	8	73%	26	65%	4	67%	60	69%
3 Cloth tape	0	0%	0	0%	0	0%	1	20%	1	25%	1	5%	0	0%	11	28%	0	0%	14	16%
4 "Archival" tape	0	0%	0	0%	0	0%	2	40%	3	75%	0	0%	1	9%	4	10%	1	17%	11	13%
5 Scotch tape	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	3	8%	0	0%	3	3%
8 Bookcloth and PVA	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	1	3%	0	0%	1	1%
7 In-house recasing	0	0%	0	0%	0	0%	0	0%	0	0%	2	11%	0	0%	1	3%	0	0%	3	3%
32. Oversized prints, etc. housed how?	n=	0	n=	0	n=	2	n=	5	n=	4	n=	19	n=	11	n=	37	n=	7	n=	85
1 Around or in a tube	0	0%	0	0%	2	100%	3	60%	0	0%	7	37%	3	27%	15	41%	5	71%	35	41%
2 Rolled in acidic kraft	0	0%	0	0%	2	100%	0	0%	0	0%	1	5%	2	18%	0	0%	0	0%	5	6%
3 Rolled in alkaline kraft	0	0%	0	0%	0	0%	0	0%	0	0%	2	11%	0	0%	1	3%	1	14%	4	5%
4 Flat in metal map cases	0	0%	0	0%	2	100%	5	100%	4	100%	18	84%	4	36%	22	59%	5	71%	58	68%
5 Large "archival" boxes	0	0%	0	0%	2	100%	4	80%	1	25%	9	47%	8	55%	14	38%	1	14%	37	44%

	Over 10,000		5,000-9,999		2,500-4,999		1,000-2,499		500-999		100-499		50-99		1-49		NO SUCH COLLECTION		ALL	
	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%
32a. Oversized prints, etc. housed where?	n= 0		n= 0		n= 2		n= 4		n= 4		n= 17		n= 11		n= 25		n= 4		n= 67	
1 General stacks	0	0%	0	0%	0	0%	1	25%	0	0%	8	47%	7	64%	11	44%	2	50%	29	43%
2 Special collections	0	0%	0	0%	2	100%	1	25%	2	50%	7	41%	3	27%	9	36%	2	50%	26	39%
3 Closed stacks	0	0%	0	0%	2	100%	2	50%	2	50%	6	35%	1	9%	9	36%	1	25%	23	34%
33. Are microforms housed in the facility?	n= 0		n= 0		n= 2		n= 5		n= 5		n= 18		n= 13		n= 44		n= 8		n= 95	
1 No	0	0%	0	0%	0	0%	1	20%	2	40%	10	56%	10	77%	38	86%	7	88%	68	72%
2 Yes	0	0%	0	0%	2	100%	4	80%	3	60%	8	44%	3	23%	8	14%	1	13%	27	28%
33a. Types of microforms ?	n= 0		n= 0		n= 2		n= 4		n= 3		n= 8		n= 2		n= 7		n= 1		n= 27	
1 Microfilms	0	0%	0	0%	2	100%	4	100%	3	100%	7	88%	2	100%	6	86%	1	100%	25	93%
2 Preservation microfilm	0	0%	0	0%	2	100%	1	25%	0	0%	0	0%	0	0%	1	14%	0	0%	4	15%
3 Microfiche	0	0%	0	0%	2	100%	0	0%	2	67%	2	25%	1	50%	0	0%	1	100%	8	30%
4 Microcards	0	0%	0	0%	1	50%	0	0%	0	0%	0	0%	0	0%	0	0%	1	100%	2	7%
33b. Where are the master negatives stored?	n= 0		n= 0		n= 2		n= 3		n= 2		n= 8		n= 2		n= 4		n= 0		n= 19	
1 Off-site storage in a vault	0	0%	0	0%	2	100%	1	33%	1	50%	6	100%	1	50%	4	100%	0	0%	15	79%
2 General stacks	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
3 Microform reading room	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
4 Special collections	0	0%	0	0%	2	100%	2	67%	1	50%	0	0%	1	50%	0	0%	0	0%	8	32%
5 Closed stacks	0	0%	0	0%	1	50%	1	33%	0	0%	0	0%	0	0%	0	0%	0	0%	2	11%
8 Don't have any	0	0%	0	0%	0	0%	1	33%	1	50%	1	17%	0	0%	3	75%	0	0%	8	32%
7 Don't know	0	0%	0	0%	0	0%	0	0%	0	0%	2	33%	1	50%	0	0%	0	0%	3	16%
33c. WWhere are the use copies stored?	n= 0		n= 0		n= 2		n= 4		n= 3		n= 9		n= 3		n= 8		n= 1		n= 28	
1 General stacks	0	0%	0	0%	0	0%	0	0%	0	0%	1	11%	2	87%	1	17%	0	0%	4	14%
2 Microform reading room	0	0%	0	0%	0	0%	0	0%	3	100%	1	11%	0	0%	0	0%	0	0%	4	14%
3 Special collections	0	0%	0	0%	2	100%	1	25%	0	0%	8	67%	1	33%	4	67%	1	100%	15	54%
4 Closed stacks	0	0%	0	0%	0	0%	3	75%	0	0%	1	11%	0	0%	1	17%	0	0%	5	18%
33d. How are microfilms housed?	n= 0		n= 0		n= 2		n= 4		n= 3		n= 8		n= 2		n= 5		n= 0		n= 24	
1 Plastic reels	0	0%	0	0%	2	100%	4	100%	3	100%	8	75%	1	50%	4	80%	0	0%	20	83%
2 Metal reels	0	0%	0	0%	0	0%	1	25%	0	0%	0	0%	1	50%	1	20%	0	0%	3	13%
3 Rubber bands	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	1	20%	0	0%	1	4%
4 Alkaline ties	0	0%	0	0%	1	50%	2	50%	2	67%	2	25%	0	0%	0	0%	0	0%	7	29%
5 Acidic boxes	0	0%	0	0%	0	0%	1	25%	1	33%	0	0%	1	50%	1	20%	0	0%	4	17%
6 Alkaline boxes	0	0%	0	0%	1	50%	2	50%	2	67%	7	88%	0	0%	2	40%	0	0%	14	58%
34. Binder a member of the Library Binding Institute?	n= 0		n= 0		n= 2		n= 4		n= 3		n= 17		n= 12		n= 39		n= 5		n= 82	
1 No	0	0%	0	0%	0	0%	0	0%	0	0%	2	12%	4	33%	8	15%	2	40%	14	17%
2 No binding done	0	0%	0	0%	0	0%	2	50%	2	67%	10	59%	4	33%	20	51%	3	60%	41	50%
3 Yes	0	0%	0	0%	2	100%	0	0%	0	0%	0	0%	1	8%	2	5%	0	0%	5	8%
4 Don't know	0	0%	0	0%	0	0%	2	50%	1	33%	5	29%	3	25%	11	28%	0	0%	22	27%
35. Adheres to LBI stds?	n= 0		n= 0		n= 2		n= 3		n= 1		n= 7		n= 5		n= 12		n= 1		n= 31	
1 No	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	1	20%	1	8%	0	0%	2	6%
2 Yes	0	0%	0	0%	1	50%	0	0%	0	0%	1	14%	0	0%	1	8%	0	0%	3	10%
3 Don't know	0	0%	0	0%	1	50%	3	100%	1	100%	8	86%	4	80%	10	83%	1	100%	28	84%
38. Binding decision-makers?	n= 0		n= 0		n= 2		n= 2		n= 1		n= 4		n= 3		n= 6		n= 0		n= 18	
1 Librarian	0	0%	0	0%	1	50%	2	100%	1	100%	1	25%	2	67%	1	17%	0	0%	8	44%
2 Binding prep. staff	0	0%	0	0%	0	0%	0	0%	0	0%	1	25%	0	0%	0	0%	0	0%	1	8%
3 Bindery and library staff	0	0%	0	0%	1	50%	1	50%	0	0%	2	50%	1	33%	1	17%	0	0%	8	33%
4 Bindery staff	0	0%	0	0%	0	0%	0	0%	0	0%	2	50%	1	33%	5	83%	0	0%	8	44%
39. Facility houses special collections?	n= 0		n= 0		n= 2		n= 5		n= 5		n= 20		n= 12		n= 44		n= 8		n= 96	
1 No	0	0%	0	0%	0	0%	0	0%	0	0%	2	10%	1	8%	8	18%	4	50%	15	18%
2 Yes	0	0%	0	0%	2	100%	5	100%	5	100%	18	90%	11	92%	38	82%	4	50%	81	84%

	Over 10,000		5,000-9,999		2,500-4,999		1,000-2,499		500-999		100-499		50-99		1-49		NO SUCH COLLECTION		ALL	
	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%
39a. Materials in special collections?	n= 0		n= 0		n= 2		n= 5		n= 5		n= 19		n= 12		n= 37		n= 4		n= 84	
1 Rare books	0	0%	0	0%	2	100%	5	100%	4	80%	18	84%	7	58%	24	65%	1	25%	59	70%
2 Manuscripts	0	0%	0	0%	2	100%	5	100%	5	100%	16	84%	10	83%	31	84%	1	25%	70	83%
3 Local records	0	0%	0	0%	2	100%	3	60%	4	80%	10	53%	8	67%	24	65%	2	50%	53	63%
4 Local history	0	0%	0	0%	2	100%	5	100%	5	100%	17	69%	11	92%	35	95%	3	75%	78	93%
5 Maps	0	0%	0	0%	2	100%	5	100%	5	100%	18	95%	10	83%	33	89%	4	100%	77	92%
8 Photographs	0	0%	0	0%	2	100%	5	100%	5	100%	19	100%	11	92%	38	97%	4	100%	82	98%
7 Art works	0	0%	0	0%	2	100%	4	80%	4	80%	15	79%	6	50%	21	57%	1	25%	53	63%
8 Microforms	0	0%	0	0%	2	100%	4	80%	3	60%	7	37%	1	8%	5	14%	0	0%	22	28%
9 Audio-visual materials	0	0%	0	0%	2	100%	4	80%	3	80%	7	37%	3	25%	11	30%	1	25%	31	37%
39b. Where are these collections housed?	n= 0		n= 0		n= 2		n= 5		n= 5		n= 17		n= 9		n= 22		n= 3		n= 63	
1 Special collections	0	0%	0	0%	2	100%	3	60%	4	80%	10	59%	8	89%	14	84%	3	100%	44	70%
2 Vault	0	0%	0	0%	0	0%	1	20%	3	60%	8	47%	4	44%	8	36%	0	0%	24	38%
3 Closed stacks	0	0%	0	0%	1	50%	2	40%	3	60%	11	65%	4	44%	9	41%	1	33%	31	49%
39c. Where are these rooms located?	n= 0		n= 0		n= 2		n= 4		n= 5		n= 20		n= 12		n= 38		n= 3		n= 84	
1 Basement	0	0%	0	0%	2	100%	3	75%	1	20%	8	40%	5	42%	12	32%	0	0%	31	37%
2 Attic	0	0%	0	0%	1	50%	0	0%	0	0%	3	15%	0	0%	8	21%	0	0%	12	14%
3 Upper floor	0	0%	0	0%	2	100%	3	75%	3	60%	10	50%	3	25%	20	53%	2	67%	43	51%
4 Main floor	0	0%	0	0%	1	50%	1	25%	4	80%	13	65%	4	33%	15	39%	2	67%	40	48%
5 Main building	0	0%	0	0%	2	100%	2	50%	3	80%	8	40%	4	33%	11	29%	0	0%	30	36%
8 Separate facility	0	0%	0	0%	2	100%	1	25%	1	20%	2	10%	1	8%	3	8%	1	33%	11	13%
40. Staff access to special collections materials?	n= 0		n= 0		n= 1		n= 4		n= 5		n= 18		n= 9		n= 28		n= 3		n= 66	
1 Open without a key	0	0%	0	0%	1	100%	3	75%	3	60%	10	63%	2	22%	12	43%	2	67%	33	50%
2 Staff Key	0	0%	0	0%	0	0%	0	0%	0	0%	1	6%	2	22%	9	32%	0	0%	12	18%
3 Senior staff only	0	0%	0	0%	0	0%	1	25%	2	40%	7	44%	5	56%	7	25%	1	33%	23	35%
41. Patron access to spec. collections materials?	n= 0		n= 0		n= 2		n= 5		n= 5		n= 20		n= 11		n= 34		n= 3		n= 80	
1 Open browsing	0	0%	0	0%	1	50%	1	20%	0	0%	1	5%	1	9%	7	21%	0	0%	11	14%
2 Materials retrieved and use supervised by staff	0	0%	0	0%	2	100%	4	80%	5	100%	17	85%	8	73%	30	88%	3	100%	69	88%
3 All materials at same time	0	0%	0	0%	0	0%	1	20%	1	20%	5	25%	2	18%	8	18%	0	0%	15	19%
4 Materials one at a time	0	0%	0	0%	1	50%	3	60%	3	60%	12	60%	3	27%	8	18%	0	0%	28	35%
42. Personal materials allowed in RR?	n= 0		n= 0		n= 2		n= 5		n= 5		n= 19		n= 12		n= 28		n= 3		n= 74	
1 No restrictions	0	0%	0	0%	0	0%	2	40%	0	0%	9	47%	10	83%	20	71%	2	87%	43	58%
2 Paper and pencil only	0	0%	0	0%	1	50%	2	40%	5	100%	6	42%	2	17%	5	18%	0	0%	23	31%
3 Paper, pens, coats, etc.	0	0%	0	0%	1	50%	1	20%	0	0%	4	21%	1	8%	4	14%	1	33%	12	16%
4 No materials	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
43. Where are mss./archival materials housed?	n= 0		n= 0		n= 2		n= 5		n= 5		n= 20		n= 12		n= 38		n= 3		n= 85	
1 In file cabinets	0	0%	0	0%	1	50%	3	60%	4	80%	12	60%	9	75%	31	82%	3	100%	63	74%
2 Corrugated boxes	0	0%	0	0%	1	50%	0	0%	2	40%	1	5%	0	0%	8	21%	0	0%	12	14%
3 Alkaline boxes	0	0%	0	0%	2	100%	4	80%	5	100%	17	65%	5	42%	20	53%	2	87%	55	85%
4 Manila folders	0	0%	0	0%	2	100%	0	0%	2	40%	3	15%	4	33%	13	34%	1	33%	25	29%
5 Alkaline folders	0	0%	0	0%	2	100%	3	60%	5	100%	14	70%	7	58%	20	53%	1	33%	52	81%
8 Scrapbooks	0	0%	0	0%	2	100%	2	40%	3	60%	10	50%	5	42%	22	58%	2	87%	48	54%

	Over 10,000		5,000-9,999		2,500-4,999		1,000-2,499		500-999		100-499		50-99		1-49		NO SUCH COLLECTION		ALL	
	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%
44. Routine processing tasks performed?	n=	0	n=	0	n=	2	n=	5	n=	5	n=	20	n=	12	n=	36	n=	2	n=	82
1 Nothing	0	0%	0	0%	0	0%	0	0%	1	20%	1	5%	2	17%	6	17%	0	0%	10	12%
2 Remove staples	0	0%	0	0%	2	100%	5	100%	4	80%	17	85%	9	75%	23	64%	1	50%	61	74%
3 Unfold	0	0%	0	0%	2	100%	4	80%	4	80%	16	80%	7	58%	20	56%	1	50%	54	66%
4 Placed in alkaline folders	0	0%	0	0%	2	100%	3	60%	4	80%	18	90%	9	75%	24	67%	1	50%	61	74%
5 Remove photos	0	0%	0	0%	2	100%	5	100%	4	80%	15	75%	7	58%	23	64%	1	50%	57	70%
8 Remove newsprint, etc.	0	0%	0	0%	2	100%	5	100%	4	80%	15	75%	5	42%	17	47%	2	100%	50	61%
7 Humidify and flatten	0	0%	0	0%	0	0%	1	20%	3	60%	1	5%	0	0%	4	11%	0	0%	9	11%
45. Disaster plan prepared?	n=	0	n=	0	n=	2	n=	5	n=	4	n=	20	n=	12	n=	45	n=	8	n=	96
1 No	0	0%	0	0%	1	50%	3	60%	3	75%	15	75%	11	92%	40	89%	8	100%	81	84%
2 Yes	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	3	7%	0	0%	3	3%
3 In preparation	0	0%	0	0%	1	50%	2	40%	1	25%	5	25%	1	8%	2	4%	0	0%	12	13%
45a. Disaster plan components?	n=	0	n=	0	n=	1	n=	1	n=	1	n=	6	n=	1	n=	8	n=	0	n=	18
1 Response outline	0	0%	0	0%	1	100%	1	100%	1	100%	5	83%	1	100%	4	50%	0	0%	13	72%
2 Supplies stored off-site	0	0%	0	0%	0	0%	1	100%	0	0%	3	50%	0	0%	0	0%	0	0%	4	22%
3 Emergency supplies list	0	0%	0	0%	0	0%	1	100%	1	100%	6	100%	1	100%	3	38%	0	0%	12	67%
4 Description of emergency procedures	0	0%	0	0%	1	100%	1	100%	1	100%	8	100%	1	100%	5	63%	0	0%	15	83%
5 Recovery priorities	0	0%	0	0%	0	0%	1	100%	1	100%	8	100%	1	100%	4	50%	0	0%	13	72%
6 List of staff volunteers	0	0%	0	0%	0	0%	1	100%	0	0%	5	83%	1	100%	3	38%	0	0%	10	56%
7 Community resources	0	0%	0	0%	0	0%	1	100%	0	0%	4	67%	0	0%	5	63%	0	0%	10	56%
8 Conservation experts	0	0%	0	0%	0	0%	1	100%	0	0%	4	67%	0	0%	5	63%	0	0%	10	56%
51. Preservation money allocated?	n=	0	n=	0	n=	2	n=	5	n=	5	n=	19	n=	10	n=	39	n=	8	n=	88
1 No	0	0%	0	0%	0	0%	1	20%	1	20%	2	11%	3	30%	17	44%	5	63%	29	33%
2 Yes	0	0%	0	0%	2	100%	4	80%	4	80%	17	89%	7	70%	22	56%	3	38%	59	87%

APPENDIX N

TOWN CLERKS BY SIZE OF ARCHIVAL HOLDINGS

	Over 10,000		5,000-9,999		2,500-4,999		1,000-2,499		500-999		100-499		50-99		1-49		NO SUCH COLLECTION			
	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%
3. Predominant material facility construction	n=	4	n=	2	n=	2	n=	6	n=	13	n=	22	n=	25	n=	48	n=	54	n=	174
1 Stone	1	25%	0	0%	0	0%	0	0%	2	15%	8	27%	4	16%	9	20%	8	15%	30	17%
2 Brick	4	100%	1	50%	1	50%	5	83%	9	69%	16	73%	18	64%	20	43%	27	50%	99	57%
3 Wood	1	25%	2	100%	0	0%	4	67%	6	46%	13	59%	16	64%	29	63%	35	65%	106	61%
4 Concrete	3	75%	1	50%	1	50%	3	50%	3	23%	10	45%	6	24%	12	26%	13	24%	52	30%
5 Glass	1	25%	1	50%	0	0%	0	0%	3	23%	5	23%	3	12%	5	11%	8	11%	24	14%
6 Steel	2	50%	1	50%	1	50%	0	0%	2	15%	6	27%	4	16%	3	7%	5	9%	24	14%
7 Don't know	0	0%	0	0%	0	0%	0	0%	0	0%	1	5%	0	0%	0	0%	0	0%	1	1%
4. Condition of roof and exterior walls	n=	4	n=	2	n=	2	n=	8	n=	13	n=	21	n=	23	n=	46	n=	51	n=	168
1 Good condition	3	75%	2	100%	2	100%	3	50%	8	62%	19	90%	15	65%	32	70%	38	71%	120	71%
2 Exterior walls are insulated	2	50%	1	50%	1	50%	2	33%	2	15%	8	38%	6	26%	16	35%	12	24%	50	30%
3 Exterior walls not insulated	1	25%	0	0%	0	0%	3	50%	6	46%	10	48%	11	48%	13	28%	23	45%	67	40%
4 Condensation occurs on walls/windows	0	0%	0	0%	0	0%	0	0%	1	8%	2	10%	4	17%	3	7%	3	6%	13	8%
5 Exterior walls leak	0	0%	0	0%	0	0%	0	0%	0	0%	1	5%	0	0%	2	4%	3	6%	8	4%
8 Roof/attic is insulated	3	75%	1	50%	1	50%	1	17%	5	38%	8	29%	6	26%	13	28%	11	22%	47	28%
7 Roof/attic is not insulated	0	0%	0	0%	0	0%	2	33%	3	23%	8	38%	8	26%	14	30%	14	27%	47	28%
8 Water accumulates on roof	0	0%	0	0%	0	0%	0	0%	1	8%	1	5%	2	9%	2	4%	4	8%	10	6%
9 Roof leaks	1	25%	0	0%	0	0%	0	0%	3	23%	3	14%	5	22%	5	11%	4	8%	21	13%
10 Don't know	0	0%	0	0%	0	0%	1	17%	0	0%	0	0%	1	4%	4	9%	4	8%	10	8%
5. Which of the rooms exist in your facility?	n=	4	n=	2	n=	2	n=	5	n=	13	n=	22	n=	25	n=	42	n=	49	n=	184
1 None	0	0%	0	0%	0	0%	0	0%	0	0%	3	14%	4	16%	11	26%	9	18%	27	16%
2 Attic	0	0%	0	0%	0	0%	2	40%	7	54%	11	50%	10	40%	13	31%	18	37%	61	37%
3 Basement stacks	2	50%	1	50%	1	50%	2	40%	6	46%	8	36%	8	32%	5	12%	21	43%	54	33%
4 Storage room(s)	4	100%	0	0%	2	100%	4	80%	12	92%	18	82%	18	72%	25	60%	28	57%	111	68%
5 Non-stack basement	0	0%	1	50%	1	50%	2	40%	5	38%	8	36%	9	36%	9	21%	14	29%	49	30%
5a. What is the condition of the attic?	n=	0	n=	0	n=	0	n=	1	n=	8	n=	11	n=	11	n=	15	n=	19	n=	65
1 Clean	0	0%	0	0%	0	0%	0	0%	3	38%	7	64%	5	45%	6	40%	2	11%	23	35%
2 Cluttered	0	0%	0	0%	0	0%	1	100%	3	38%	1	9%	3	27%	8	40%	12	63%	26	40%
3 Dirty	0	0%	0	0%	0	0%	1	100%	4	50%	2	18%	3	27%	8	53%	9	47%	27	42%
4 Dry	0	0%	0	0%	0	0%	0	0%	1	13%	8	55%	7	64%	9	60%	9	47%	32	49%
5 Wet	0	0%	0	0%	0	0%	0	0%	1	13%	0	0%	0	0%	1	7%	0	0%	2	3%
8 Rodents	0	0%	0	0%	0	0%	1	100%	0	0%	1	9%	0	0%	3	20%	1	5%	6	9%
7 Insects	0	0%	0	0%	0	0%	1	100%	1	13%	1	9%	0	0%	1	7%	2	11%	8	9%
8 Mold	0	0%	0	0%	0	0%	1	100%	0	0%	1	9%	0	0%	0	0%	2	11%	4	8%
5a. What is the condition of the basement stacks?	n=	2	n=	1	n=	1	n=	2	n=	7	n=	8	n=	7	n=	5	n=	20	n=	53
1 Clean	1	50%	1	100%	0	0%	1	50%	5	71%	4	50%	3	43%	1	20%	7	35%	23	43%
2 Cluttered	1	50%	0	0%	0	0%	1	50%	3	43%	4	50%	3	43%	2	40%	8	40%	22	42%
3 Dirty	0	0%	0	0%	0	0%	1	50%	2	29%	1	13%	1	14%	2	40%	5	25%	12	23%
4 Dry	2	100%	1	100%	1	100%	1	50%	1	14%	4	50%	4	57%	3	60%	7	35%	24	45%
5 Wet	0	0%	0	0%	0	0%	0	0%	0	0%	1	13%	0	0%	1	20%	8	30%	8	15%
8 Rodents	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	1	5%	1	2%
7 Insects	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	1	5%	1	2%
8 Mold	0	0%	0	0%	0	0%	0	0%	0	0%	1	13%	1	14%	1	20%	5	25%	8	15%
5a. What is the condition of the storage rooms?	n=	2	n=	0	n=	2	n=	4	n=	11	n=	17	n=	18	n=	25	n=	27	n=	108
1 Clean	0	0%	0	0%	0	0%	2	50%	8	55%	9	53%	8	44%	12	48%	15	56%	52	49%
2 Cluttered	1	50%	0	0%	1	50%	2	50%	8	55%	8	47%	10	56%	11	44%	11	41%	50	47%
3 Dirty	1	50%	0	0%	0	0%	1	25%	3	27%	3	18%	2	11%	5	20%	4	15%	19	18%
4 Dry	2	100%	0	0%	2	100%	3	75%	5	45%	10	59%	11	81%	10	40%	12	44%	55	52%
5 Wet	0	0%	0	0%	0	0%	0	0%	0	0%	1	8%	1	6%	3	12%	1	4%	8	6%
8 Rodents	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	2	11%	1	4%	0	0%	3	3%
7 Insects	0	0%	0	0%	0	0%	1	25%	1	9%	0	0%	1	6%	1	4%	1	4%	5	5%
8 Mold	0	0%	0	0%	0	0%	1	25%	1	9%	0	0%	3	17%	8	24%	3	11%	14	13%
5a. What is the condition of the non-stack basement?	n=	0	n=	1	n=	0	n=	2	n=	7	n=	11	n=	9	n=	8	n=	15	n=	53
1 Clean	0	0%	0	0%	0	0%	0	0%	5	71%	5	45%	0	0%	8	75%	4	27%	20	38%
2 Cluttered	0	0%	0	0%	0	0%	2	100%	3	43%	5	45%	8	89%	3	38%	9	60%	30	57%
3 Dirty	0	0%	0	0%	0	0%	2	100%	2	29%	1	9%	2	22%	1	13%	8	40%	14	26%
4 Dry	0	0%	1	100%	0	0%	2	100%	1	14%	8	55%	3	33%	3	38%	8	40%	22	42%
5 Wet	0	0%	0	0%	0	0%	0	0%	0	0%	3	27%	1	11%	4	50%	0	0%	8	15%
8 Rodents	0	0%	0	0%	0	0%	1	50%	0	0%	0	0%	5	56%	1	13%	0	0%	7	13%
7 Insects	0	0%	0	0%	0	0%	1	50%	0	0%	0	0%	2	22%	0	0%	0	0%	3	8%
8 Mold	0	0%	0	0%	0	0%	1	50%	1	14%	2	18%	3	33%	3	38%	2	13%	12	23%

	Over 10,000		5,000-9,999		2,500-4,999		1,000-2,499		500-999		100-499		50-99		1-49		NO SUCH COLLECTION		ALL	
	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%
6. Type of security system?	n= 4		n= 2		n= 2		n= 5		n= 13		n= 22		n= 23		n= 43		n= 50		n= 164	
1 None	0	0%	1	50%	0	0%	3	60%	7	54%	6	27%	12	52%	15	35%	21	42%	65	40%
2 Shared system	4	100%	1	50%	2	100%	5	100%	8	62%	15	68%	13	57%	31	72%	23	46%	102	62%
3 Burglar alarms	1	25%	0	0%	0	0%	1	20%	0	0%	3	14%	4	17%	4	9%	10	20%	23	14%
4 Motion detectors	0	0%	0	0%	2	100%	0	0%	1	8%	5	23%	1	4%	3	7%	9	18%	21	13%
5 After-hours guard	1	25%	0	0%	0	0%	0	0%	0	0%	1	5%	1	4%	0	0%	1	2%	4	2%
6 Computerized system	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	1	2%	0	0%	1	1%
7 Electronics at exit	0	0%	0	0%	0	0%	1	20%	0	0%	6	27%	0	0%	2	5%	1	2%	10	6%
7. Areareas covered by HVAC?	n= 4		n= 2		n= 2		n= 5		n= 9		n= 20		n= 19		n= 39		n= 33		n= 133	
1 General books	2	50%	0	0%	1	50%	2	40%	1	11%	7	35%	4	21%	13	33%	13	39%	43	32%
2 Special collections	4	100%	2	100%	1	50%	3	60%	2	22%	10	50%	7	37%	15	38%	8	18%	50	38%
3 Administrative areas	3	75%	0	0%	2	100%	4	80%	8	89%	16	80%	15	79%	34	87%	23	70%	105	79%
4 Don't know	0	0%	0	0%	0	0%	0	0%	1	11%	1	5%	1	5%	3	8%	4	12%	10	8%
8. Components?	n= 4		n= 2		n= 2		n= 5		n= 9		n= 21		n= 17		n= 41		n= 40		n= 141	
1 Heating	4	100%	1	50%	1	50%	5	100%	9	100%	20	95%	17	100%	35	85%	33	83%	125	89%
2 Ventilation	4	100%	0	0%	1	50%	1	20%	3	33%	9	43%	4	24%	10	24%	9	23%	41	29%
3 Air-conditioning	4	100%	1	50%	1	50%	2	40%	5	56%	16	76%	12	71%	19	46%	23	58%	83	59%
4 Humidity control	3	75%	0	0%	1	50%	2	40%	0	0%	2	10%	2	12%	13	32%	5	13%	28	20%
5 Don't know	0	0%	0	0%	0	0%	0	0%	0	0%	1	5%	0	0%	1	2%	2	5%	4	3%
9. What areas are covered by AC?	n= 4		n= 0		n= 1		n= 2		n= 5		n= 19		n= 12		n= 24		n= 22		n= 89	
1 General books	3	75%	0	0%	1	100%	0	0%	0	0%	5	26%	3	25%	6	25%	3	14%	21	24%
2 Special collections	4	100%	0	0%	1	100%	1	50%	0	0%	7	37%	3	25%	8	33%	3	14%	27	30%
3 Administrative areas	3	75%	0	0%	1	100%	1	50%	4	80%	17	89%	10	83%	21	88%	19	86%	76	85%
4 Don't know	0	0%	0	0%	0	0%	0	0%	1	20%	1	5%	0	0%	1	4%	2	9%	5	6%
9a. Where is the chiller located?	n= 4		n= 1		n= 1		n= 1		n= 7		n= 20		n= 12		n= 19		n= 27		n= 92	
1 Roof	3	75%	1	100%	0	0%	0	0%	0	0%	7	35%	3	25%	5	26%	3	11%	22	24%
2 Outside on the grounds	0	0%	0	0%	1	100%	0	0%	0	0%	4	20%	2	17%	1	5%	5	19%	13	14%
3 Mechanical room	2	50%	0	0%	0	0%	0	0%	1	14%	1	5%	1	8%	2	11%	1	4%	6	9%
4 Windows	0	0%	0	0%	0	0%	1	100%	6	86%	9	45%	8	67%	13	68%	20	74%	57	62%
10. Constant control possible?	n= 4		n= 2		n= 2		n= 5		n= 9		n= 21		n= 23		n= 40		n= 46		n= 152	
1 No	2	50%	2	100%	1	50%	3	60%	8	89%	13	62%	18	78%	32	80%	41	89%	120	79%
2 Yes	2	50%	0	0%	1	50%	2	40%	1	11%	8	38%	5	22%	8	20%	5	11%	32	21%
11. Constant setting?	n= 3		n= 0		n= 1		n= 3		n= 3		n= 14		n= 14		n= 22		n= 15		n= 75	
1 No	1	33%	0	0%	0	0%	1	33%	2	67%	7	50%	7	50%	13	59%	5	33%	36	48%
2 Don't know	1	33%	0	0%	1	100%	1	33%	1	33%	2	14%	2	14%	2	9%	8	40%	16	21%
3 Yes	1	33%	0	0%	0	0%	1	33%	0	0%	5	36%	5	38%	7	32%	4	27%	23	31%
11a. Setting of Air-conditioning?	n= 3		n= 0		n= 1		n= 1		n= 3		n= 11		n= 7		n= 9		n= 11		n= 46	
60-63	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
64-67	1	33%	0	0%	0	0%	0	0%	0	0%	4	36%	1	14%	0	0%	0	0%	6	13%
68-71	1	33%	0	0%	0	0%	0	0%	1	33%	4	36%	2	29%	2	22%	5	45%	15	33%
72-75	1	33%	0	0%	0	0%	0	0%	0	0%	3	27%	0	0%	2	22%	0	0%	6	13%
76-79	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
Don't know	0	0%	0	0%	1	100%	1	100%	2	87%	0	0%	4	57%	5	56%	6	55%	19	41%
11a. Setting of heating?	n= 4		n= 1		n= 1		n= 3		n= 4		n= 11		n= 8		n= 14		n= 13		n= 59	
80-63	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	2	14%	1	8%	3	5%
64-67	1	25%	1	100%	0	0%	1	33%	1	25%	4	36%	2	25%	2	14%	2	15%	14	24%
68-71	3	75%	0	0%	0	0%	1	33%	2	50%	8	55%	3	38%	8	43%	4	31%	25	42%
72-75	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	1	8%	1	2%
76-79	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
Don't know	0	0%	0	0%	1	100%	1	33%	1	25%	1	9%	3	38%	4	29%	5	38%	16	27%

	Over 10,000		5,000-9,999		2,500-4,999		1,000-2,499		500-999		100-499		50-99		1-49		NO SUCH COLLECTION		ALL	
	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%
11b. AC turned down or shut off?	n= 4		n= 0		n= 0		n= 1		n= 3		n= 11		n= 9		n= 10		n= 12		n= 50	
1 No	1	25%	0	0%	0	0%	1	100%	0	0%	4	36%	2	22%	3	30%	2	17%	13	26%
2 Don't know	1	25%	0	0%	0	0%	0	0%	0	0%	1	9%	0	0%	1	10%	4	33%	7	14%
3 Yes	2	50%	0	0%	0	0%	0	0%	3	100%	6	55%	7	78%	6	60%	6	50%	30	60%
11b. Heat turned down or shut off?	n= 4		n= 1		n= 0		n= 3		n= 3		n= 11		n= 9		n= 15		n= 16		n= 62	
1 No	1	25%	0	0%	0	0%	1	33%	0	0%	5	45%	5	56%	7	47%	2	13%	21	34%
2 Don't know	1	25%	0	0%	0	0%	0	0%	0	0%	1	9%	0	0%	2	13%	4	25%	6	13%
3 Yes	2	50%	1	100%	0	0%	2	67%	3	100%	5	45%	4	44%	6	40%	10	63%	33	53%
11b. Ventilation turned down or shut off?	n= 2		n= 0		n= 1		n= 2		n= 1		n= 6		n= 2		n= 6		n= 6		n= 30	
1 No	1	50%	0	0%	1	100%	1	50%	0	0%	4	50%	1	50%	1	17%	1	13%	10	33%
2 Don't know	1	50%	0	0%	0	0%	1	50%	1	100%	2	25%	0	0%	2	33%	4	50%	11	37%
3 Yes	0	0%	0	0%	0	0%	0	0%	0	0%	2	25%	1	50%	3	50%	3	38%	9	30%
11c. Humidity control devices used?	n= 4		n= 1		n= 1		n= 3		n= 4		n= 7		n= 7		n= 14		n= 12		n= 53	
1 Portable humidifiers	0	0%	0	0%	0	0%	0	0%	2	50%	1	14%	0	0%	2	14%	2	17%	7	13%
2 Portable dehumidifiers	0	0%	1	100%	0	0%	1	33%	1	25%	2	29%	2	29%	6	43%	5	42%	16	34%
3 System humidification	3	75%	0	0%	1	100%	1	33%	0	0%	2	29%	1	14%	2	14%	1	6%	11	21%
4 System dehumidification	2	50%	0	0%	1	100%	1	33%	0	0%	3	43%	1	14%	1	7%	1	6%	10	19%
12. Separate HVAC for special collections?	n= 4		n= 2		n= 2		n= 6		n= 12		n= 20		n= 24		n= 42		n= 49		n= 161	
1 No	3	75%	2	100%	1	50%	3	50%	12	100%	16	60%	22	92%	31	74%	43	88%	133	83%
2 Yes	1	25%	0	0%	1	50%	3	50%	0	0%	4	20%	2	8%	11	26%	6	12%	26	17%
12a. Constant control?	n= 2		n= 0		n= 1		n= 3		n= 1		n= 6		n= 5		n= 16		n= 12		n= 48	
1 No	0	0%	0	0%	0	0%	1	33%	1	100%	2	33%	3	60%	9	50%	9	75%	25	52%
2 Yes	2	100%	0	0%	1	100%	2	67%	0	0%	4	67%	2	40%	9	50%	3	25%	23	48%
12b. Constant setting?	n= 2		n= 0		n= 1		n= 3		n= 1		n= 4		n= 6		n= 15		n= 9		n= 41	
1 No	0	0%	0	0%	0	0%	1	33%	1	100%	1	25%	2	33%	7	47%	5	56%	17	41%
2 Don't know	1	50%	0	0%	0	0%	1	33%	0	0%	0	0%	2	33%	0	0%	1	11%	5	12%
3 Yes	1	50%	0	0%	1	100%	1	33%	0	0%	3	75%	2	33%	6	53%	3	33%	19	46%
12c. Setting of Air-conditioning?	n= 2		n= 0		n= 1		n= 0		n= 0		n= 4		n= 4		n= 5		n= 5		n= 21	
60-63	0	0%	0	0%	0	0%	0	0%	0	0%	1	25%	0	0%	0	0%	0	0%	1	5%
64-67	0	0%	0	0%	0	0%	0	0%	0	0%	1	25%	1	25%	0	0%	0	0%	2	10%
68-71	1	50%	0	0%	0	0%	0	0%	0	0%	1	25%	0	0%	0	0%	2	40%	4	19%
72-75	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	2	40%	0	0%	2	10%
76-79	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
Don't know	1	50%	0	0%	1	100%	0	0%	0	0%	1	25%	3	75%	3	60%	3	60%	12	57%
12c. Setting of heating?	n= 2		n= 0		n= 1		n= 1		n= 0		n= 5		n= 4		n= 7		n= 3		n= 23	
60-63	0	0%	0	0%	0	0%	0	0%	0	0%	1	20%	0	0%	0	0%	0	0%	1	4%
64-67	0	0%	0	0%	0	0%	0	0%	0	0%	1	20%	1	25%	2	29%	0	0%	4	17%
68-71	1	50%	0	0%	0	0%	1	100%	0	0%	2	40%	0	0%	1	14%	1	33%	6	26%
72-75	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	1	25%	1	14%	0	0%	2	9%
76-79	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
Don't know	1	50%	0	0%	1	100%	0	0%	0	0%	1	20%	2	50%	3	43%	2	67%	10	43%
12d. AC turned down or shut off?	n= 2		n= 0		n= 1		n= 0		n= 0		n= 4		n= 4		n= 7		n= 6		n= 24	
1 No	1	50%	0	0%	1	100%	0	0%	0	0%	2	50%	2	50%	2	29%	2	33%	10	42%
2 Don't know	1	50%	0	0%	0	0%	0	0%	0	0%	0	0%	2	50%	0	0%	2	33%	5	21%
3 Yes	0	0%	0	0%	0	0%	0	0%	0	0%	2	50%	0	0%	5	71%	2	33%	9	36%
12d. Heat turned down or shut off?	n= 2		n= 0		n= 1		n= 1		n= 0		n= 4		n= 4		n= 10		n= 4		n= 26	
1 No	1	50%	0	0%	1	100%	1	100%	0	0%	2	50%	2	50%	4	40%	1	25%	12	46%
2 Don't know	1	50%	0	0%	0	0%	0	0%	0	0%	0	0%	2	50%	0	0%	1	25%	4	15%
3 Yes	0	0%	0	0%	0	0%	0	0%	0	0%	2	50%	0	0%	6	60%	2	50%	10	38%

	Over 10,000		5,000-9,999		2,500-4,999		1,000-2,499		500-999		100-499		50-99		1-49		NO SUCH COLLECTION		ALL	
	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%
12d. Ventilation turned down or shut off?	n=	1	n=	0	n=	1	n=	1	n=	0	n=	4	n=	1	n=	3	n=	5	n=	16
1 No	0	0%	0	0%	1	100%	1	100%	0	0%	2	50%	0	0%	2	67%	1	20%	7	44%
2 Don't know	1	100%	0	0%	0	0%	0	0%	0	0%	0	0%	1	100%	0	0%	2	40%	4	25%
3 Yes	0	0%	0	0%	0	0%	0	0%	0	0%	2	50%	0	0%	1	33%	2	40%	5	31%
12e. Humidity control devices used?	n=	2	n=	0	n=	1	n=	0	n=	1	n=	6	n=	3	n=	9	n=	4	n=	26
1 Portable humidifiers	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	2	67%	2	22%	0	0%	4	15%
2 Portable dehumidifiers	0	0%	0	0%	0	0%	0	0%	0	0%	2	33%	0	0%	4	44%	1	25%	7	27%
3 System humidification	1	50%	0	0%	0	0%	0	0%	0	0%	1	17%	0	0%	2	22%	1	25%	5	19%
4 System dehumidification	2	100%	0	0%	1	100%	0	0%	0	0%	1	17%	0	0%	1	11%	1	25%	6	23%
13. Environmental monitoring devices?	n=	3	n=	2	n=	2	n=	5	n=	12	n=	22	n=	24	n=	46	n=	52	n=	168
1 None	0	0%	0	0%	0	0%	0	0%	1	8%	4	18%	5	21%	9	20%	15	29%	34	20%
2 Thermostat	2	67%	2	100%	2	100%	5	100%	11	92%	16	73%	16	67%	30	65%	29	56%	113	67%
3 Thermometer	1	33%	0	0%	0	0%	1	20%	2	17%	6	27%	5	21%	17	37%	11	21%	43	26%
4 Hygrometer	0	0%	0	0%	0	0%	0	0%	1	8%	3	14%	0	0%	2	4%	1	2%	7	4%
5 Thermohygrometer	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	2	4%	0	0%	2	1%
6 Hygrothermograph	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	1	2%	0	0%	1	1%
7 Sling psychrometer	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	1	2%	0	0%	1	1%
6 Battery-operated psychrometer	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	1	2%	0	0%	1	1%
14. Reduction of entering light?	n=	4	n=	2	n=	2	n=	6	n=	12	n=	21	n=	22	n=	43	n=	50	n=	162
1 No windows	2	50%	1	50%	1	50%	3	50%	4	33%	9	43%	5	23%	11	26%	12	24%	46	30%
2 Nothing done	1	25%	1	50%	1	50%	4	67%	5	42%	7	33%	5	23%	6	19%	24	48%	56	35%
3 Light-filtering film	1	25%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	1	1%
4 Light-filtering glass	0	0%	0	0%	0	0%	0	0%	0	0%	2	10%	0	0%	0	0%	0	0%	2	1%
5 Shadee	2	50%	0	0%	0	0%	0	0%	5	42%	3	14%	6	36%	18	42%	17	34%	53	33%
6 Curtains	1	25%	0	0%	0	0%	0	0%	1	8%	6	29%	10	45%	11	26%	7	14%	36	22%
7 Roof overhange	0	0%	0	0%	0	0%	0	0%	0	0%	1	5%	1	5%	1	2%	0	0%	3	2%
6 Awnings	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	1	2%	0	0%	1	1%
15. Reduction of UV radiation inside?	n=	4	n=	1	n=	2	n=	6	n=	13	n=	20	n=	25	n=	43	n=	49	n=	163
1 None	2	50%	1	100%	1	50%	6	100%	11	85%	16	60%	19	76%	38	88%	46	94%	140	66%
2 UV-filtering sleeves	0	0%	0	0%	1	50%	0	0%	0	0%	0	0%	1	4%	1	2%	1	2%	4	2%
3 Low UV fluorescent tubee	1	25%	0	0%	0	0%	0	0%	1	8%	1	5%	4	16%	2	5%	2	4%	11	7%
4 UF-3 or UF-4 plexiglass	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
5 UV-filtering film	0	0%	0	0%	0	0%	0	0%	0	0%	1	5%	0	0%	0	0%	0	0%	1	1%
6 Lights turned on and off	1	25%	0	0%	0	0%	0	0%	1	8%	3	15%	2	8%	3	7%	3	6%	13	8%
16. Fire detection/suppression systems installed?	n=	4	n=	2	n=	2	n=	6	n=	13	n=	22	n=	25	n=	45	n=	52	n=	171
1 No	0	0%	0	0%	0	0%	1	17%	6	46%	1	5%	6	24%	13	29%	17	33%	44	26%
2 Don't know	0	0%	1	50%	0	0%	1	17%	0	0%	0	0%	1	4%	1	2%	0	0%	4	2%
3 Yes	4	100%	1	50%	2	100%	4	67%	7	54%	21	95%	16	72%	31	69%	35	67%	123	72%
16a. Type of system?	n=	4	n=	1	n=	2	n=	4	n=	7	n=	22	n=	19	n=	31	n=	37	n=	127
1 Fire extinguishers	3	75%	0	0%	1	50%	4	100%	7	100%	20	91%	17	89%	26	84%	28	76%	108	85%
2 Wet pipe sprinklers	3	75%	0	0%	1	50%	0	0%	3	43%	6	36%	3	16%	7	23%	11	30%	38	28%
3 Dry pipe eprinklers	2	50%	0	0%	1	50%	0	0%	2	29%	1	5%	0	0%	2	6%	1	3%	9	7%
4 Halon	0	0%	0	0%	0	0%	0	0%	0	0%	1	5%	0	0%	1	3%	0	0%	2	2%
5 Smoke detectors	1	25%	1	100%	2	100%	3	75%	3	43%	12	55%	12	63%	20	65%	19	51%	73	57%
6 Heat detectors	2	50%	0	0%	0	0%	2	50%	3	43%	9	41%	4	21%	11	35%	12	32%	43	34%
7 Ionization detectors	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	1	3%	0	0%	1	1%
16b. Where are these systems installed (Everywhere)?	n=	3	n=	1	n=	2	n=	4	n=	6	n=	19	n=	17	n=	25	n=	27	n=	104
1 Fire extinguishers	2	67%	0	0%	2	100%	4	100%	6	100%	16	84%	13	76%	20	80%	18	67%	81	78%
2 Wet pipe sprinklers	1	33%	0	0%	1	50%	0	0%	1	17%	6	42%	3	18%	4	16%	9	33%	27	26%
3 Dry pipe eprinklers	1	33%	0	0%	1	50%	0	0%	1	17%	1	5%	0	0%	1	4%	1	4%	6	6%
4 Halon	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
5 Smoke detectors	1	33%	1	100%	1	50%	3	75%	1	17%	9	47%	7	41%	15	60%	12	44%	50	48%
6 Heat detectors	2	67%	0	0%	0	0%	2	50%	1	17%	7	37%	3	16%	6	24%	6	22%	27	28%
7 Ionization detectors	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	1	4%	0	0%	1	1%

	Over 10,000		5,000-9,999		2,500-4,999		1,000-2,499		500-999		100-499		50-99		1-49		NO SUCH COLLECTION		ALL	
	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%
16b. Where are these systems installed (Storage areas)?	n=	1	n=	0	n=	0	n=	0	n=	2	n=	3	n=	2	n=	5	n=	4	n=	17
1 Fire extinguishers	1	100%	0	0%	0	0%	0	0%	0	0%	1	33%	2	100%	2	40%	2	50%	6	47%
2 Wet pipe sprinklers	0	0%	0	0%	0	0%	0	0%	1	50%	0	0%	0	0%	2	40%	2	50%	5	29%
3 Dry pipe sprinklers	1	100%	0	0%	0	0%	0	0%	1	50%	0	0%	0	0%	0	0%	0	0%	2	12%
4 Halon	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
5 Smoke detectors	0	0%	0	0%	0	0%	0	0%	0	0%	1	33%	2	100%	1	20%	0	0%	4	24%
6 Heat detectors	0	0%	0	0%	0	0%	0	0%	1	50%	2	67%	0	0%	1	20%	0	0%	4	24%
7 Ionization detectors	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
16b. Where are these systems installed (Vault)?	n=	0	n=	0	n=	1	n=	0	n=	2	n=	4	n=	2	n=	6	n=	3	n=	16
1 Fire extinguishers	0	0%	0	0%	0	0%	0	0%	0	0%	2	50%	1	50%	3	50%	0	0%	6	33%
2 Wet pipe sprinklers	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	3	50%	0	0%	3	17%
3 Dry pipe sprinklers	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	2	33%	0	0%	2	11%
4 Halon	0	0%	0	0%	0	0%	0	0%	0	0%	1	25%	0	0%	1	17%	0	0%	2	11%
5 Smoke detectors	0	0%	0	0%	1	100%	0	0%	1	50%	1	25%	0	0%	3	50%	2	67%	6	44%
6 Heat detectors	0	0%	0	0%	0	0%	0	0%	1	50%	2	50%	1	50%	3	50%	2	87%	9	50%
7 Ionization detectors	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	1	17%	0	0%	1	6%
16b. Where are these systems installed (Spec. collect.)?	n=	1	n=	0	n=	0	n=	0	n=	0	n=	3	n=	1	n=	3	n=	1	n=	9
1 Fire extinguishers	1	100%	0	0%	0	0%	0	0%	0	0%	2	67%	1	100%	1	33%	1	100%	6	67%
2 Wet pipe sprinklers	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
3 Dry pipe sprinklers	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	1	33%	0	0%	1	11%
4 Halon	0	0%	0	0%	0	0%	0	0%	0	0%	1	33%	0	0%	0	0%	0	0%	1	11%
5 Smoke detectors	0	0%	0	0%	0	0%	0	0%	0	0%	1	33%	0	0%	1	33%	1	100%	3	33%
6 Heat detectors	0	0%	0	0%	0	0%	0	0%	0	0%	2	67%	0	0%	1	33%	0	0%	3	33%
7 Ionization detectors	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
16c. Inspected regularly?	n=	4	n=	1	n=	2	n=	4	n=	7	n=	21	n=	17	n=	31	n=	35	n=	122
1 No	0	0%	0	0%	0	0%	0	0%	0	0%	3	14%	0	0%	1	3%	2	6%	6	5%
2 Annually	1	25%	0	0%	1	50%	1	25%	5	71%	6	29%	10	59%	11	35%	16	46%	51	42%
3 Twice a Year	2	50%	0	0%	1	50%	0	0%	1	14%	5	24%	3	18%	4	13%	8	23%	24	20%
4 More than twice a year	1	25%	0	0%	0	0%	1	25%	1	14%	1	5%	2	12%	6	19%	1	3%	13	11%
5 Don't know	0	0%	1	100%	0	0%	2	50%	0	0%	6	29%	2	12%	9	29%	8	23%	26	23%
16d. How are they inspected?	n=	4	n=	1	n=	2	n=	4	n=	7	n=	16	n=	16	n=	26	n=	30	n=	106
1 With a match	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
2 Professionally-trained personnel	3	75%	0	0%	1	50%	2	50%	7	100%	9	56%	11	69%	14	54%	16	53%	63	59%
3 Fire marshall	1	25%	0	0%	0	0%	0	0%	0	0%	3	19%	3	19%	4	15%	5	17%	16	15%
4 Don't know	0	0%	1	100%	1	50%	2	50%	0	0%	5	31%	2	13%	6	31%	11	37%	30	26%
17. Connected to fire department?	n=	4	n=	1	n=	2	n=	4	n=	6	n=	22	n=	19	n=	29	n=	35	n=	122
1 No	0	0%	1	100%	1	50%	1	25%	2	33%	3	14%	5	26%	15	52%	14	40%	42	34%
2 Yes	4	100%	0	0%	1	50%	3	75%	4	67%	19	86%	14	74%	14	48%	21	60%	80	66%
16. Are water alarms present?	n=	4	n=	2	n=	2	n=	5	n=	12	n=	21	n=	24	n=	41	n=	50	n=	161
1 No	2	50%	2	100%	2	100%	5	100%	12	100%	16	86%	23	96%	39	95%	50	100%	153	95%
2 Throughout the facility	2	50%	0	0%	0	0%	0	0%	0	0%	2	10%	1	4%	1	2%	0	0%	6	4%
3 Selected areas only	0	0%	0	0%	0	0%	0	0%	0	0%	1	5%	0	0%	1	2%	0	0%	2	1%
19. Has a building survey been done?	n=	4	n=	2	n=	2	n=	8	n=	13	n=	21	n=	25	n=	39	n=	51	n=	163
1 No	1	25%	2	100%	1	50%	4	67%	10	77%	7	33%	18	72%	24	62%	37	73%	104	64%
2 Yes	3	75%	0	0%	1	50%	2	33%	3	23%	14	67%	7	28%	15	38%	14	27%	59	36%
19a. Who performed the building survey?	n=	2	n=	0	n=	0	n=	0	n=	1	n=	6	n=	6	n=	9	n=	6	n=	32
1 NEDCC	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
2 Independent Consultant	1	50%	0	0%	0	0%	0	0%	1	100%	3	38%	4	67%	2	22%	1	17%	12	38%
3 Society of American Archivists	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
4 Staff	1	50%	0	0%	0	0%	0	0%	0	0%	5	63%	2	33%	7	78%	5	83%	20	63%

	Over 10,000		5,000-9,999		2,500-4,999		1,000-2,499		500-999		100-499		50-99		1-49		NO SUCH COLLECTION		ALL	
	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%
20. Is there a preservation plan?	n=	4	n=	2	n=	2	n=	6	n=	11	n=	21	n=	24	n=	44	n=	50	n=	164
1 No	3	75%	2	100%	2	100%	6	100%	11	100%	17	81%	23	96%	42	95%	49	98%	155	95%
2 Yes	1	25%	0	0%	0	0%	0	0%	0	0%	4	19%	1	4%	2	5%	1	2%	9	5%
21. Has a collection survey been done?	n=	3	n=	2	n=	2	n=	6	n=	13	n=	21	n=	24	n=	41	n=	48	n=	160
1 No	1	33%	2	100%	1	50%	5	83%	7	54%	11	52%	15	63%	29	71%	38	79%	109	68%
2 Yes	2	67%	0	0%	1	50%	1	17%	6	46%	10	48%	9	38%	12	29%	10	21%	51	32%
21a. Who performed the collection survey?	n=	2	n=	0	n=	1	n=	1	n=	1	n=	5	n=	8	n=	6	n=	6	n=	32
1 NEDCC	0	0%	0	0%	0	0%	0	0%	0	0%	2	40%	1	13%	0	0%	1	17%	4	13%
2 Independent consultant	1	50%	0	0%	1	100%	0	0%	1	100%	1	20%	4	50%	4	50%	0	0%	12	38%
3 Staff	1	50%	0	0%	0	0%	1	100%	0	0%	2	40%	3	38%	4	50%	5	83%	16	50%
23. Person with preservation skills identified?	n=	4	n=	2	n=	2	n=	6	n=	13	n=	22	n=	22	n=	42	n=	48	n=	161
1 No	3	75%	2	100%	1	50%	5	83%	9	69%	16	73%	18	62%	32	76%	36	75%	122	76%
2 Yes	1	25%	0	0%	1	50%	1	17%	4	31%	6	27%	4	18%	10	24%	12	25%	39	24%
24. Person with preservation skills on staff?	n=	4	n=	1	n=	2	n=	4	n=	11	n=	20	n=	24	n=	40	n=	42	n=	148
1 No	3	75%	1	100%	2	100%	4	100%	11	100%	17	85%	23	96%	39	98%	41	98%	141	95%
2 Yes	1	25%	0	0%	0	0%	0	0%	0	0%	3	15%	1	4%	1	3%	1	2%	7	5%
24b. Has this person run workshops for the staff?	n=	2	n=	0	n=	0	n=	0	n=	0	n=	4	n=	4	n=	3	n=	5	n=	18
1 No	1	50%	0	0%	0	0%	0	0%	0	0%	2	50%	4	100%	3	100%	5	100%	15	83%
2 Yes	1	50%	0	0%	0	0%	0	0%	0	0%	2	50%	0	0%	0	0%	0	0%	3	17%
25. Attended preservation education programs?	n=	3	n=	2	n=	2	n=	6	n=	11	n=	22	n=	24	n=	42	n=	49	n=	161
1 No	1	33%	2	100%	1	50%	3	50%	8	73%	11	50%	13	54%	27	64%	29	59%	95	59%
2 Regional programs	1	33%	0	0%	0	0%	2	33%	0	0%	2	9%	3	13%	2	5%	7	14%	17	11%
3 State programs	2	67%	0	0%	1	50%	3	50%	2	18%	9	41%	8	33%	13	31%	16	33%	54	34%
4 National programs	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
5 Professional organizations	0	0%	0	0%	0	0%	0	0%	0	0%	3	14%	1	4%	3	7%	2	4%	9	6%
6 University courses	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
7 Professional conferences	1	33%	0	0%	0	0%	0	0%	1	9%	1	5%	3	13%	1	2%	3	8%	10	6%
25a. Preservation topics taught?	n=	2	n=	0	n=	1	n=	3	n=	4	n=	9	n=	11	n=	14	n=	19	n=	63
1 Environmental controls	1	50%	0	0%	0	0%	3	100%	0	0%	4	44%	5	45%	8	57%	10	53%	31	49%
2 Basic repairs	1	50%	0	0%	0	0%	1	33%	1	25%	3	33%	3	27%	5	36%	9	47%	23	37%
3 Storage	2	100%	0	0%	1	100%	2	67%	2	50%	6	67%	9	82%	12	86%	17	89%	51	61%
4 Proper shelving	2	100%	0	0%	0	0%	1	33%	1	25%	4	44%	6	55%	8	57%	12	63%	34	54%
5 Care and handling	1	50%	0	0%	0	0%	3	100%	1	25%	5	56%	7	64%	9	64%	11	58%	37	59%
6 Security	0	0%	0	0%	1	100%	2	67%	2	50%	2	22%	5	45%	8	43%	6	32%	24	38%
7 Disaster preparedness	0	0%	0	0%	1	100%	3	100%	2	50%	5	56%	7	64%	8	57%	11	58%	37	59%
8 Protective enclosures	1	50%	0	0%	0	0%	2	67%	3	75%	4	44%	5	45%	5	38%	6	32%	26	41%
9 Library binding	0	0%	0	0%	0	0%	0	0%	1	25%	1	11%	0	0%	4	29%	3	16%	9	14%
10 Care of photographs	0	0%	0	0%	0	0%	1	33%	0	0%	1	11%	1	9%	3	21%	1	5%	7	11%
11 Nature of photographs	0	0%	0	0%	0	0%	1	33%	0	0%	1	11%	1	9%	1	7%	0	0%	4	8%
12 Conservation of photographs	0	0%	0	0%	0	0%	1	33%	0	0%	3	33%	1	9%	3	21%	0	0%	8	13%
13 Preservation microfilming	1	50%	0	0%	0	0%	1	33%	2	50%	5	56%	6	55%	8	57%	12	63%	35	56%
14 Preservation management	2	100%	0	0%	0	0%	2	67%	2	50%	3	33%	4	36%	5	36%	9	47%	27	43%
15 Conservation treatment	1	50%	0	0%	0	0%	1	33%	1	25%	0	0%	0	0%	4	29%	8	42%	15	24%
18 Advanced hands-on	0	0%	0	0%	0	0%	0	0%	0	0%	1	11%	0	0%	3	21%	0	0%	4	6%
17 Deacidification	1	50%	0	0%	0	0%	1	33%	2	50%	2	22%	1	9%	5	36%	6	32%	18	29%
16 Pest control	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	1	7%	1	5%	2	3%
				0%																
26. Familiar with NEDCC?	n=	4	n=	2	n=	2	n=	6	n=	13	n=	22	n=	25	n=	44	n=	52	n=	170
1 No	2	50%	2	100%	1	50%	3	50%	7	54%	11	50%	12	48%	33	75%	35	67%	108	62%
2 Yes	2	50%	0	0%	1	50%	3	50%	6	46%	11	50%	13	52%	11	25%	17	33%	84	38%
26a. Contracted work with NEDCC?	n=	2	n=	0	n=	1	n=	4	n=	7	n=	13	n=	14	n=	13	n=	23	n=	77
1 No	1	50%	0	0%	1	100%	3	75%	4	57%	10	77%	9	64%	9	89%	21	91%	58	75%
2 Yes	1	50%	0	0%	0	0%	1	25%	3	43%	3	23%	5	36%	4	31%	2	9%	19	25%

	Over 10,000		5,000-9,999		2,500-4,999		1,000-2,499		500-999		100-499		50-99		1-49		NO SUCH COLLECTION		ALL	
	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%
26b. Services used?	n= 1		n= 0		n= 0		n= 1		n= 3		n= 3		n= 5		n= 4		n= 2		n= 19	
1 Preservation microfilming	0	0%	0	0%	0	0%	1	100%	1	33%	1	33%	1	20%	0	0%	1	50%	5	26%
2 Book conservation	0	0%	0	0%	0	0%	1	100%	2	67%	3	100%	3	60%	3	75%	0	0%	12	63%
3 Surveys	0	0%	0	0%	0	0%	0	0%	1	33%	1	33%	0	0%	1	25%	0	0%	3	16%
4 Paper conservation	0	0%	0	0%	0	0%	0	0%	0	0%	1	33%	2	40%	0	0%	1	50%	4	21%
5 Photograph conservation	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
6 Photographic copying	1	100%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	1	5%
7 Workshops	0	0%	0	0%	0	0%	0	0%	2	67%	1	33%	1	20%	0	0%	0	0%	4	21%
8 Disaster assistance	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
27. Photocopy machines available to patrons?	n= 4		n= 2		n= 2		n= 6		n= 13		n= 22		n= 25		n= 42		n= 52		n= 168	
1 No	0	0%	0	0%	1	50%	2	33%	5	36%	6	36%	9	36%	6	14%	11	21%	42	25%
2 Yes	4	100%	2	100%	1	50%	4	67%	6	62%	14	64%	16	64%	36	66%	41	79%	126	75%
27a. Policy regarding use of photocopy machines?	n= 4		n= 2		n= 2		n= 4		n= 10		n= 19		n= 21		n= 38		n= 43		n= 143	
1 No restrictions	1	25%	0	0%	1	50%	0	0%	2	20%	1	5%	2	10%	6	16%	14	33%	27	19%
2 Certain items not photocopied	2	50%	0	0%	1	50%	2	50%	3	30%	5	26%	2	10%	6	16%	6	19%	29	20%
3 Certain items by patrons	0	0%	0	0%	0	0%	1	25%	2	20%	2	11%	2	10%	0	0%	1	2%	6	6%
4 Certain items by staff only	0	0%	1	50%	0	0%	1	25%	4	40%	6	42%	5	24%	11	29%	10	23%	40	26%
5 All items by staff	1	25%	1	50%	0	0%	3	75%	5	50%	10	53%	13	62%	25	66%	22	51%	60	56%
28. Is the staff trained to shelve properly?	n= 4		n= 2		n= 2		n= 6		n= 13		n= 21		n= 23		n= 43		n= 49		n= 163	
1 No	2	50%	0	0%	2	100%	6	100%	9	69%	15	71%	17	74%	36	84%	40	82%	127	78%
2 Yes	2	50%	2	100%	0	0%	0	0%	4	31%	6	29%	6	26%	7	16%	9	18%	36	22%
26a. How is staff trained to shelve materials?	n= 1		n= 2		n= 0		n= 0		n= 0		n= 5		n= 5		n= 7		n= 7		n= 27	
1 Tilt volume by headcap	0	0%	1	50%	0	0%	0	0%	0	0%	1	20%	1	20%	1	14%	0	0%	4	15%
2 Push volumes on either side	1	100%	1	50%	0	0%	0	0%	0	0%	4	80%	5	100%	5	71%	6	86%	22	81%
3 Tilt with pressure on textblock	1	100%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	1	14%	2	7%
4 Bookends reajusted	0	0%	0	0%	0	0%	0	0%	0	0%	2	40%	0	0%	2	29%	2	29%	6	22%
29. Shelving of oversized volumes?	n= 4		n= 2		n= 2		n= 5		n= 12		n= 19		n= 20		n= 35		n= 43		n= 142	
1 Spine up	1	25%	1	50%	0	0%	1	20%	2	17%	5	26%	2	10%	12	34%	17	40%	41	29%
2 Spine down	0	0%	0	0%	0	0%	1	20%	1	8%	2	11%	2	10%	6	23%	6	19%	22	15%
3 Upright, separate shelves	2	50%	0	0%	1	50%	3	60%	5	42%	7	37%	10	50%	22	63%	19	44%	69	49%
4 Flat on separate shelves	3	75%	1	50%	2	100%	2	40%	10	63%	11	58%	13	65%	16	46%	20	47%	76	55%
30. Paper mended how?	n= 4		n= 2		n= 2		n= 5		n= 12		n= 22		n= 25		n= 41		n= 49		n= 162	
1 None done	3	75%	2	100%	2	100%	5	100%	10	63%	16	73%	19	76%	34	83%	35	71%	126	78%
2 "Archival" tape	0	0%	0	0%	0	0%	0	0%	0	0%	2	9%	1	4%	2	5%	4	8%	9	6%
3 Scotch tape	1	25%	0	0%	0	0%	1	20%	4	33%	5	23%	5	20%	6	20%	16	37%	42	26%
4 Elmer's glue	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	1	4%	2	5%	2	4%	5	3%
5 Library paste	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	5	10%	5	3%
6 Japanese tissue and starch paste	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
7 Heat set tissue	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
31. Books mended how?	n= 3		n= 2		n= 2		n= 6		n= 11		n= 21		n= 22		n= 38		n= 46		n= 153	
1 Not applicable	1	33%	0	0%	1	50%	1	17%	0	0%	4	19%	0	0%	5	13%	10	21%	22	14%
2 None done	2	67%	2	100%	1	50%	5	83%	6	73%	13	62%	20	91%	30	79%	30	63%	111	73%
3 Cloth tape	0	0%	0	0%	0	0%	0	0%	1	9%	2	10%	2	9%	1	3%	3	6%	9	6%
4 "Archival" tape	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	1	3%	0	0%	1	1%
5 Scotch tape	0	0%	0	0%	0	0%	0	0%	1	9%	2	10%	2	9%	3	8%	4	8%	12	8%
6 Bookcloth and PVA	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
7 In-house recasing	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
32. Oversized prints, etc. housed how?	n= 4		n= 2		n= 2		n= 6		n= 12		n= 20		n= 21		n= 37		n= 41		n= 145	
1 Around or in a tube	3	75%	2	100%	1	50%	6	100%	9	75%	16	80%	16	76%	26	70%	24	59%	103	71%
2 Rolled in ecidic kraft	0	0%	0	0%	0	0%	0	0%	0	0%	1	5%	1	5%	0	0%	1	2%	3	2%
3 Rolled in alkaline kraft	1	25%	0	0%	0	0%	0	0%	0	0%	1	5%	1	5%	0	0%	0	0%	3	2%
4 Flat in metal map cases	2	50%	0	0%	2	100%	3	50%	7	58%	13	65%	7	33%	20	54%	23	56%	77	53%
5 Large "archival" boxes	1	25%	0	0%	0	0%	0	0%	0	0%	2	10%	4	19%	1	3%	1	2%	9	6%

	Over 10,000		5,000-9,999		2,500-4,999		1,000-2,499		500-999		100-499		50-99		1-49		NO SUCH COLLECTION		ALL	
	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%
32a. Oversized prints, etc. housed where?	n= 3		n= 1		n= 2		n= 5		n= 9		n= 14		n= 17		n= 22		n= 25		n= 98	
1 General stacks	2	67%	1	100%	0	0%	4	80%	3	33%	4	29%	10	59%	16	73%	19	76%	59	60%
2 Special collections	0	0%	0	0%	1	50%	0	0%	3	33%	5	36%	3	16%	2	9%	5	20%	19	19%
3 Closed stacks	1	33%	0	0%	1	50%	1	20%	3	33%	6	43%	5	29%	5	23%	3	12%	25	26%
33. Are microforms housed in the facility?	n= 4		n= 2		n= 2		n= 6		n= 13		n= 22		n= 25		n= 45		n= 51		n= 170	
1 No	4	100%	2	100%	2	100%	3	50%	7	54%	6	36%	12	48%	24	53%	32	63%	94	55%
2 Yes	0	0%	0	0%	0	0%	3	50%	6	46%	14	84%	13	52%	21	47%	19	37%	76	45%
33a. Types of microforms ?	n= 0		n= 0		n= 0		n= 3		n= 6		n= 13		n= 13		n= 21		n= 18		n= 74	
1 Microfilms	0	0%	0	0%	0	0%	1	33%	4	67%	11	85%	8	62%	16	76%	10	56%	50	68%
2 Preservation microfilm	0	0%	0	0%	0	0%	1	33%	2	33%	2	15%	1	8%	3	14%	5	28%	14	19%
3 Microfiche	0	0%	0	0%	0	0%	2	67%	2	33%	8	62%	7	54%	10	48%	6	33%	35	47%
4 Microcards	0	0%	0	0%	0	0%	1	33%	0	0%	0	0%	1	8%	3	14%	1	6%	6	8%
33b. Where are the master negatives stored?	n= 0		n= 0		n= 0		n= 2		n= 6		n= 9		n= 12		n= 19		n= 16		n= 64	
1 Off-site storage in a vault	0	0%	0	0%	0	0%	1	50%	4	67%	8	89%	8	50%	9	47%	10	63%	36	59%
2 General stacks	0	0%	0	0%	0	0%	0	0%	1	17%	0	0%	0	0%	0	0%	1	6%	2	3%
3 Microform reading room	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	1	8%	1	5%	0	0%	2	3%
4 Special collections	0	0%	0	0%	0	0%	0	0%	3	50%	2	22%	1	8%	4	21%	2	13%	12	19%
5 Closed stacks	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	1	5%	1	6%	2	3%
6 Don't have any	0	0%	0	0%	0	0%	1	50%	0	0%	0	0%	1	8%	1	5%	2	13%	5	8%
7 Don't know	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	3	25%	3	16%	3	19%	9	14%
33c. Where are the use copies stored?	n= 0		n= 0		n= 0		n= 1		n= 5		n= 9		n= 4		n= 12		n= 6		n= 37	
1 General stacks	0	0%	0	0%	0	0%	1	100%	2	40%	0	0%	0	0%	3	25%	0	0%	6	16%
2 Microform reading room	0	0%	0	0%	0	0%	0	0%	0	0%	1	11%	1	25%	0	0%	0	0%	2	5%
3 Special collections	0	0%	0	0%	0	0%	0	0%	3	60%	8	89%	3	75%	8	67%	5	83%	27	73%
4 Closed stacks	0	0%	0	0%	0	0%	0	0%	1	20%	0	0%	0	0%	1	8%	1	17%	3	8%
33d. How are microfilms housed?	n= 0		n= 0		n= 0		n= 2		n= 5		n= 13		n= 7		n= 14		n= 6		n= 49	
1 Plastic reels	0	0%	0	0%	0	0%	2	100%	3	60%	10	77%	6	86%	10	71%	6	75%	37	76%
2 Metal reels	0	0%	0	0%	0	0%	0	0%	0	0%	2	15%	1	14%	2	14%	0	0%	5	10%
3 Rubber bands	0	0%	0	0%	0	0%	0	0%	2	40%	0	0%	1	14%	0	0%	1	13%	4	8%
4 Alkaline ties	0	0%	0	0%	0	0%	1	50%	0	0%	0	0%	1	14%	0	0%	0	0%	2	4%
5 Acidic boxes	0	0%	0	0%	0	0%	1	50%	2	40%	2	15%	1	14%	7	50%	2	25%	15	31%
6 Alkaline boxes	0	0%	0	0%	0	0%	1	50%	1	20%	3	23%	4	57%	3	21%	1	13%	13	27%
34. Binder a member of the Library Binding Institute?	n= 3		n= 2		n= 2		n= 3		n= 12		n= 17		n= 20		n= 33		n= 37		n= 129	
1 No	1	33%	1	50%	0	0%	1	33%	1	8%	3	18%	4	20%	4	12%	2	5%	17	13%
2 No binding done	0	0%	1	50%	0	0%	0	0%	1	8%	2	12%	5	25%	6	18%	6	22%	23	18%
3 Yes	0	0%	0	0%	1	50%	0	0%	0	0%	1	8%	0	0%	1	3%	0	0%	3	2%
4 Don't know	2	67%	0	0%	1	50%	2	67%	10	83%	11	85%	11	55%	22	67%	27	73%	86	67%
35. Adheres to LBI stds?	n= 3		n= 0		n= 1		n= 2		n= 10		n= 13		n= 12		n= 20		n= 25		n= 86	
1 No	1	33%	0	0%	0	0%	0	0%	1	10%	1	8%	2	17%	0	0%	0	0%	5	6%
2 Yes	0	0%	0	0%	0	0%	0	0%	0	0%	1	8%	0	0%	0	0%	0	0%	1	1%
3 Don't know	2	87%	0	0%	1	100%	2	100%	9	90%	11	85%	10	83%	20	100%	25	100%	80	93%
36. Binding decision-makers?	n= 1		n= 0		n= 1		n= 0		n= 4		n= 7		n= 5		n= 10		n= 12		n= 40	
1 Librarian	1	100%	0	0%	0	0%	0	0%	0	0%	1	14%	2	40%	2	20%	3	25%	9	23%
2 Binding prep. staff	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	1	20%	3	30%	1	8%	5	13%
3 Bindery and library staff	0	0%	0	0%	0	0%	0	0%	1	25%	1	14%	0	0%	0	0%	0	0%	2	5%
4 Bindery staff	0	0%	0	0%	1	100%	0	0%	3	75%	5	71%	3	60%	5	50%	6	67%	25	63%
39. Facility houses special collections?	n= 3		n= 2		n= 2		n= 6		n= 13		n= 21		n= 23		n= 44		n= 43		n= 157	
1 No	0	0%	1	50%	1	50%	2	33%	4	31%	6	29%	10	43%	10	23%	24	56%	56	37%
2 Yes	3	100%	1	50%	1	50%	4	67%	9	69%	15	71%	13	57%	34	77%	19	44%	99	63%

	Over 10,000		5,000-9,999		2,500-4,999		1,000-2,499		500-999		100-499		50-99		1-49		NO SUCH COLLECTION		ALL	
	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%
39a. Materials in special collections?	n=	3	n=	1	n=	1	n=	4	n=	9	n=	15	n=	12	n=	34	n=	19	n=	98
1 Rare books	0	0%	0	0%	0	0%	1	25%	2	22%	5	33%	1	8%	8	24%	1	5%	18	18%
2 Manuscripts	0	0%	0	0%	0	0%	0	0%	0	0%	4	27%	2	17%	4	12%	1	5%	11	11%
3 Local records	3	100%	1	100%	1	100%	4	100%	8	89%	14	93%	12	100%	31	91%	19	100%	93	95%
4 Local history	1	33%	0	0%	0	0%	4	100%	7	78%	10	67%	8	67%	23	68%	12	63%	65	66%
5 Maps	2	67%	0	0%	1	100%	2	50%	8	67%	8	53%	8	67%	19	56%	9	47%	55	56%
6 Photographs	1	33%	0	0%	1	100%	0	0%	3	33%	4	27%	4	33%	2	6%	1	5%	16	16%
7 Art works	0	0%	0	0%	0	0%	0	0%	2	22%	1	7%	1	8%	0	0%	0	0%	4	4%
8 Microforms	0	0%	0	0%	0	0%	0	0%	1	11%	5	33%	2	17%	8	18%	3	16%	17	17%
9 Audio-visual materials	0	0%	0	0%	0	0%	0	0%	0	0%	1	7%	0	0%	0	0%	1	5%	2	2%
39b. Where are these collections housed?	n=	3	n=	1	n=	1	n=	4	n=	8	n=	15	n=	13	n=	31	n=	18	n=	94
1 Special collections	1	33%	0	0%	1	100%	1	25%	1	13%	4	27%	2	15%	5	16%	4	22%	19	20%
2 Vault	3	100%	1	100%	1	100%	4	100%	8	100%	13	87%	11	85%	29	94%	15	83%	85	90%
3 Closed stacks	0	0%	0	0%	0	0%	0	0%	1	13%	0	0%	0	0%	1	3%	1	6%	3	3%
39c. Where are these rooms located?	n=	3	n=	1	n=	1	n=	4	n=	9	n=	15	n=	14	n=	34	n=	22	n=	103
1 Basement	3	100%	1	100%	1	100%	2	50%	7	78%	9	60%	5	36%	8	24%	10	45%	46	45%
2 Attic	0	0%	0	0%	0	0%	0	0%	2	22%	1	7%	0	0%	0	0%	0	0%	3	3%
3 Upper floor	1	33%	0	0%	0	0%	2	50%	3	33%	2	13%	3	21%	3	9%	4	18%	18	17%
4 Main floor	1	33%	0	0%	0	0%	3	75%	6	67%	11	73%	11	79%	31	91%	14	64%	77	75%
5 Main building	0	0%	0	0%	0	0%	3	75%	8	67%	8	40%	5	36%	12	35%	4	18%	36	35%
6 Separate facility	0	0%	0	0%	0	0%	1	25%	1	11%	0	0%	0	0%	4	12%	0	0%	8	6%
40. Staff access to special collections materials?	n=	2	n=	0	n=	0	n=	3	n=	7	n=	13	n=	15	n=	30	n=	14	n=	84
1 Open without a key	1	50%	0	0%	0	0%	1	33%	3	43%	7	54%	8	53%	11	37%	8	43%	37	44%
2 Staff Key	0	0%	0	0%	0	0%	0	0%	2	29%	0	0%	2	13%	2	7%	2	14%	8	10%
3 Senior staff only	1	50%	0	0%	0	0%	2	67%	3	43%	8	46%	5	33%	17	57%	8	43%	40	48%
41. Patron access to spec. collections materials?	n=	3	n=	1	n=	1	n=	3	n=	9	n=	15	n=	17	n=	36	n=	22	n=	107
1 Open browsing	0	0%	0	0%	0	0%	0	0%	1	11%	1	7%	0	0%	0	0%	1	5%	3	3%
2 Materials retrieved and use supervised by staff	3	100%	1	100%	0	0%	3	100%	8	89%	10	67%	15	88%	33	92%	12	55%	85	79%
3 All materials at same time	2	67%	0	0%	0	0%	1	33%	4	44%	2	13%	2	12%	7	19%	2	9%	20	19%
4 Materials one at a time	1	33%	0	0%	1	100%	1	33%	4	44%	5	33%	2	12%	8	22%	8	36%	30	28%
42. Personal materials allowed in RR?	n=	3	n=	1	n=	1	n=	2	n=	8	n=	13	n=	15	n=	27	n=	14	n=	84
1 No restrictions	2	67%	0	0%	1	100%	1	50%	5	63%	7	54%	9	60%	18	67%	10	71%	53	63%
2 Paper and pencil only	0	0%	1	100%	0	0%	0	0%	2	25%	2	15%	3	20%	5	19%	0	0%	13	15%
3 Paper, pens, coats, etc.	0	0%	0	0%	0	0%	0	0%	0	0%	1	8%	2	13%	2	7%	1	7%	8	7%
4 No materials	1	33%	0	0%	0	0%	1	50%	1	13%	3	23%	2	13%	3	11%	3	21%	14	17%
43. Where are mss./archival materials housed?	n=	3	n=	1	n=	1	n=	4	n=	7	n=	12	n=	13	n=	27	n=	13	n=	81
1 In file cabinets	2	87%	0	0%	0	0%	3	75%	5	71%	7	58%	9	89%	20	74%	9	69%	55	68%
2 Corrugated boxes	1	33%	0	0%	1	100%	2	50%	5	71%	4	33%	5	38%	12	44%	7	54%	37	46%
3 Alkaline boxes	1	33%	0	0%	0	0%	0	0%	0	0%	6	50%	4	31%	2	7%	3	23%	18	20%
4 Manila folders	1	33%	0	0%	1	100%	0	0%	3	43%	8	50%	5	38%	13	48%	4	31%	33	41%
5 Alkaline folders	0	0%	1	100%	0	0%	0	0%	0	0%	3	25%	2	15%	1	4%	2	15%	9	11%
6 Scrapbooks	0	0%	0	0%	0	0%	0	0%	1	14%	2	17%	0	0%	3	11%	1	8%	7	9%

	Over 10,000		5,000-9,999		2,500-4,999		1,000-2,499		500-999		100-499		50-99		1-49		NO SUCH COLLECTION		ALL	
	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%
44. Routine processing tasks performed?	n= 3		n= 1		n= 1		n= 4		n= 7		n= 12		n= 16		n= 32		n= 13		n= 89	
1 Nothing	2	67%	1	100%	1	100%	3	75%	6	86%	6	50%	7	44%	21	66%	10	77%	57	64%
2 Remove staples	1	33%	0	0%	0	0%	1	25%	1	14%	3	25%	8	50%	11	34%	2	15%	27	30%
3 Unfold	0	0%	0	0%	0	0%	1	25%	1	14%	4	33%	3	19%	6	19%	2	15%	17	19%
4 Placed in alkaline folders	0	0%	0	0%	0	0%	1	25%	0	0%	3	25%	3	19%	2	6%	1	8%	10	11%
5 Remove photos	0	0%	0	0%	0	0%	0	0%	0	0%	1	8%	1	6%	1	3%	0	0%	3	3%
6 Remove newsprint, etc.	0	0%	0	0%	0	0%	0	0%	0	0%	3	25%	1	6%	0	0%	1	8%	5	6%
7 Humidify and flatten	0	0%	0	0%	0	0%	0	0%	0	0%	1	8%	0	0%	0	0%	1	8%	2	2%
45. Disaster plan prepared?	n= 4		n= 1		n= 2		n= 5		n= 13		n= 22		n= 23		n= 46		n= 52		n= 168	
1 No	3	75%	1	100%	2	100%	4	80%	12	92%	20	91%	21	91%	45	98%	50	96%	158	94%
2 Yes	0	0%	0	0%	0	0%	1	20%	0	0%	1	5%	0	0%	1	2%	1	2%	4	2%
3 In preparation	1	25%	0	0%	0	0%	0	0%	1	8%	1	5%	2	9%	0	0%	1	2%	6	4%
45a. Disaster plan components?	n= 1		n= 0		n= 0		n= 0		n= 1		n= 2		n= 2		n= 3		n= 2		n= 11	
1 Response outline	1	100%	0	0%	0	0%	0	0%	1	100%	2	100%	2	100%	1	33%	1	50%	8	73%
2 Supplies stored off-site	1	100%	0	0%	0	0%	0	0%	1	100%	0	0%	1	50%	1	33%	1	50%	5	45%
3 Emergency supplies list	1	100%	0	0%	0	0%	0	0%	1	100%	1	50%	2	100%	1	33%	1	50%	7	64%
4 Description of emergency procedures	1	100%	0	0%	0	0%	0	0%	1	100%	1	50%	2	100%	2	67%	2	100%	9	82%
5 Recovery priorities	1	100%	0	0%	0	0%	0	0%	1	100%	2	100%	2	100%	1	33%	1	50%	8	73%
6 List of staff volunteers	1	100%	0	0%	0	0%	0	0%	1	100%	0	0%	2	100%	0	0%	1	50%	5	45%
7 Community resources	1	100%	0	0%	0	0%	0	0%	1	100%	1	50%	2	100%	0	0%	1	50%	6	55%
8 Conservation experts	1	100%	0	0%	0	0%	0	0%	1	100%	1	50%	2	100%	0	0%	1	50%	6	55%
51. Preservation money allocated?	n= 4		n= 2		n= 2		n= 6		n= 12		n= 20		n= 24		n= 43		n= 51		n= 164	
1 No	3	75%	2	100%	2	100%	3	50%	8	67%	13	65%	17	71%	28	65%	48	94%	124	76%
2 Yes	1	25%	0	0%	0	0%	3	50%	4	33%	7	35%	7	29%	15	35%	3	6%	40	24%

APPENDIX O

MANUSCRIPT REPOSITORIES BY SIZE OF ARCHIVAL HOLDINGS

	Over 10,000		5,000-9,999		2,500-4,999		1,000-2,499		500-999		100-499		50-99		1-49		NO SUCH COLLECTION		ALL	
	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%
3. Predominant material facility construction	n=	1	n=	2	n=	6	n=	8	n=	3	n=	5	n=	3	n=	1	n=	1	n=	30
1 Stone	0	0%	0	0%	2	33%	5	63%	0	0%	2	40%	1	33%	0	0%	1	100%	11	37%
2 Brick	0	0%	2	100%	4	67%	5	63%	3	100%	4	80%	2	67%	0	0%	0	0%	20	67%
3 Wood	0	0%	0	0%	1	17%	1	13%	1	33%	2	40%	2	67%	1	100%	0	0%	6	27%
4 Concrete	1	100%	1	50%	4	67%	3	38%	0	0%	2	40%	2	67%	0	0%	1	100%	14	47%
5 Glass	0	0%	1	50%	4	67%	3	38%	0	0%	2	40%	2	67%	0	0%	0	0%	12	40%
6 Steel	1	100%	0	0%	5	83%	2	25%	0	0%	1	20%	2	67%	0	0%	0	0%	11	37%
7 Don't know	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
4. Condition of roof and exterior walls	n=	2	n=	2	n=	6	n=	8	n=	3	n=	5	n=	3	n=	1	n=	1	n=	31
1 Good condition	2	100%	2	100%	6	100%	7	88%	3	100%	4	80%	3	100%	0	0%	1	100%	28	90%
2 Exterior walls are insulated	0	0%	0	0%	1	17%	1	13%	1	33%	2	40%	2	67%	0	0%	0	0%	7	23%
3 Exterior walls not insulated	0	0%	1	50%	0	0%	3	38%	1	33%	1	20%	1	33%	1	100%	0	0%	8	26%
4 Condensation occurs on walls/windows	0	0%	1	50%	0	0%	1	13%	0	0%	0	0%	0	0%	0	0%	0	0%	2	6%
5 Exterior walls leak	0	0%	1	50%	0	0%	2	25%	0	0%	0	0%	0	0%	0	0%	0	0%	3	10%
6 Roof/attic is insulated	0	0%	0	0%	1	17%	2	25%	0	0%	1	20%	2	67%	0	0%	0	0%	6	19%
7 Roof/attic is not insulated	1	50%	1	50%	0	0%	2	25%	1	33%	1	20%	1	33%	1	100%	0	0%	6	26%
8 Water accumulates on roof	0	0%	0	0%	0	0%	0	0%	0	0%	1	20%	0	0%	0	0%	0	0%	1	3%
9 Roof leaks	0	0%	1	50%	0	0%	1	13%	0	0%	0	0%	0	0%	1	100%	0	0%	3	10%
10 Don't know	0	0%	0	0%	0	0%	0	0%	0	0%	1	20%	0	0%	0	0%	0	0%	1	3%
5. Which of the rooms exist in your facility?	n=	2	n=	2	n=	5	n=	6	n=	3	n=	4	n=	3	n=	1	n=	0	n=	28
1 None	1	50%	0	0%	1	20%	1	13%	0	0%	0	0%	0	0%	1	100%	0	0%	4	14%
2 Attic	0	0%	0	0%	0	0%	1	13%	1	33%	0	0%	1	33%	0	0%	0	0%	3	11%
3 Basement stacks	0	0%	0	0%	3	60%	5	63%	1	33%	2	50%	0	0%	0	0%	0	0%	11	39%
4 Storage room(s)	0	0%	2	100%	1	20%	5	63%	2	67%	2	50%	1	33%	0	0%	0	0%	13	46%
5 Non-stack basement	1	50%	2	100%	1	20%	2	25%	1	33%	0	0%	1	33%	0	0%	0	0%	8	29%
5a. What is the condition of the attic?	n=	0	n=	0	n=	0	n=	1	n=	1	n=	0	n=	2	n=	0	n=	0	n=	4
1 Clean	0	0%	0	0%	0	0%	0	0%	1	100%	0	0%	2	100%	0	0%	0	0%	3	75%
2 Cluttered	0	0%	0	0%	0	0%	1	100%	0	0%	0	0%	0	0%	0	0%	0	0%	1	25%
3 Dirty	0	0%	0	0%	0	0%	1	100%	0	0%	0	0%	0	0%	0	0%	0	0%	1	25%
4 Dry	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	1	50%	0	0%	0	0%	1	25%
5 Wet	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
6 Rodents	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
7 Insects	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
6 Mold	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
5a. What is the condition of the basement stacks?	n=	0	n=	0	n=	4	n=	5	n=	1	n=	2	n=	0	n=	0	n=	0	n=	12
1 Clean	0	0%	0	0%	3	75%	4	80%	1	100%	2	100%	0	0%	0	0%	0	0%	10	83%
2 Cluttered	0	0%	0	0%	0	0%	1	20%	0	0%	0	0%	0	0%	0	0%	0	0%	1	8%
3 Dirty	0	0%	0	0%	0	0%	1	20%	0	0%	0	0%	0	0%	0	0%	0	0%	1	8%
4 Dry	0	0%	0	0%	2	50%	1	20%	1	100%	0	0%	0	0%	0	0%	0	0%	4	33%
5 Wet	0	0%	0	0%	2	50%	1	20%	0	0%	0	0%	0	0%	0	0%	0	0%	3	25%
6 Rodents	0	0%	0	0%	0	0%	1	20%	0	0%	0	0%	0	0%	0	0%	0	0%	1	8%
7 Insects	0	0%	0	0%	1	25%	2	40%	1	100%	0	0%	0	0%	0	0%	0	0%	4	33%
6 Mold	0	0%	0	0%	0	0%	1	20%	0	0%	0	0%	0	0%	0	0%	0	0%	1	8%
5a. What is the condition of the storage rooms?	n=	0	n=	2	n=	2	n=	5	n=	2	n=	2	n=	2	n=	0	n=	1	n=	16
1 Clean	0	0%	1	50%	1	50%	3	60%	2	100%	1	50%	2	100%	0	0%	1	100%	11	69%
2 Cluttered	0	0%	2	100%	2	100%	2	40%	0	0%	1	50%	0	0%	0	0%	0	0%	7	44%
3 Dirty	0	0%	1	50%	0	0%	1	20%	0	0%	0	0%	0	0%	0	0%	0	0%	2	13%
4 Dry	0	0%	1	50%	1	50%	3	60%	1	50%	2	100%	1	50%	0	0%	0	0%	9	56%
5 Wet	0	0%	0	0%	1	50%	1	20%	0	0%	0	0%	0	0%	0	0%	0	0%	2	13%
6 Rodents	0	0%	0	0%	0	0%	1	20%	0	0%	0	0%	0	0%	0	0%	0	0%	1	6%
7 Insects	0	0%	0	0%	1	50%	1	20%	0	0%	0	0%	0	0%	0	0%	0	0%	2	13%
8 Mold	0	0%	1	50%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	1	6%
5a. What is the condition of the non-stack basement?	n=	0	n=	2	n=	1	n=	2	n=	1	n=	0	n=	1	n=	0	n=	0	n=	7
1 Clean	0	0%	1	50%	1	100%	1	50%	1	100%	0	0%	0	0%	0	0%	0	0%	4	57%
2 Cluttered	0	0%	1	50%	0	0%	1	50%	0	0%	0	0%	1	100%	0	0%	0	0%	3	43%
3 Dirty	0	0%	1	50%	0	0%	1	50%	0	0%	0	0%	1	100%	0	0%	0	0%	3	43%
4 Dry	0	0%	1	50%	0	0%	1	50%	0	0%	0	0%	0	0%	0	0%	0	0%	2	29%
5 Wet	0	0%	0	0%	0	0%	1	50%	0	0%	0	0%	0	0%	0	0%	0	0%	1	14%
6 Rodents	0	0%	0	0%	0	0%	1	50%	0	0%	0	0%	0	0%	0	0%	0	0%	1	14%
7 Insects	0	0%	0	0%	0	0%	1	50%	0	0%	0	0%	0	0%	0	0%	0	0%	1	14%
6 Mold	0	0%	2	100%	0	0%	1	50%	0	0%	0	0%	0	0%	0	0%	0	0%	3	43%

	Over 10,000		5,000-9,999		2,500-4,999		1,000-2,499		500-999		100-499		50-99		1-49		NO SUCH COLLECTION		ALL	
	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%
6. Type of security system?	n=	2	n=	2	n=	6	n=	8	n=	3	n=	5	n=	3	n=	1	n=	1	n=	31
1 None	0	0%	0	0%	1	17%	0	0%	0	0%	0	0%	0	0%	1	100%	0	0%	2	6%
2 Shared system	1	50%	0	0%	3	50%	7	88%	3	100%	3	60%	3	100%	0	0%	1	100%	21	66%
3 Burglar alarms	1	50%	1	50%	2	33%	1	13%	2	67%	3	60%	0	0%	0	0%	0	0%	10	32%
4 Motion detectors	0	0%	1	50%	0	0%	1	13%	1	33%	3	60%	1	33%	0	0%	0	0%	7	23%
5 After-hours guard	1	50%	0	0%	3	50%	5	63%	3	100%	2	40%	1	33%	0	0%	0	0%	15	48%
6 Computerized system	1	50%	1	50%	1	17%	1	13%	0	0%	0	0%	1	33%	0	0%	0	0%	5	16%
7 Electronics at exit	0	0%	1	50%	1	17%	1	13%	1	33%	1	20%	0	0%	0	0%	0	0%	5	16%
7. Areareas covered by HVAC?	n=	2	n=	2	n=	6	n=	6	n=	2	n=	5	n=	3	n=	0	n=	1	n=	29
1 General books	1	50%	0	0%	3	50%	3	38%	0	0%	1	20%	2	67%	0	0%	0	0%	10	34%
2 Special collections	2	100%	2	100%	4	67%	6	75%	2	100%	4	60%	2	67%	0	0%	0	0%	22	76%
3 Administrative areas	2	100%	2	100%	6	100%	5	63%	0	0%	2	40%	3	100%	0	0%	0	0%	20	69%
4 Don't know	1	50%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	1	100%	2	7%
8. Components?	n=	2	n=	2	n=	6	n=	6	n=	2	n=	5	n=	3	n=	0	n=	1	n=	29
1 Heating	2	100%	2	100%	6	100%	6	100%	1	50%	5	100%	3	100%	0	0%	0	0%	27	93%
2 Ventilation	1	50%	1	50%	5	63%	6	75%	2	100%	2	40%	2	67%	0	0%	0	0%	19	66%
3 Air-conditioning	2	100%	1	50%	6	100%	7	88%	2	100%	4	60%	2	67%	0	0%	0	0%	24	83%
4 Humidity control	1	50%	1	50%	2	33%	5	63%	2	100%	2	40%	2	67%	0	0%	1	100%	16	55%
5 Don't know	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
9. What areas are covered by AC?	n=	2	n=	1	n=	6	n=	7	n=	2	n=	4	n=	2	n=	0	n=	1	n=	25
1 General books	1	50%	0	0%	3	50%	3	43%	0	0%	1	25%	1	50%	0	0%	0	0%	9	36%
2 Special collections	2	100%	1	100%	4	67%	5	71%	2	100%	3	75%	1	50%	0	0%	0	0%	16	72%
3 Administrative areas	2	100%	1	100%	6	100%	4	57%	0	0%	1	25%	2	100%	0	0%	1	100%	17	68%
4 Don't know	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	1	100%	1	4%
9a. Where is the chiller located?	n=	1	n=	1	n=	5	n=	7	n=	2	n=	3	n=	2	n=	0	n=	0	n=	21
1 Roof	0	0%	0	0%	3	60%	3	43%	0	0%	1	33%	0	0%	0	0%	0	0%	7	33%
2 Outside on the grounds	0	0%	1	100%	1	20%	0	0%	1	50%	0	0%	0	0%	0	0%	0	0%	3	14%
3 Mechanical room	1	100%	0	0%	1	20%	3	43%	2	100%	0	0%	0	0%	0	0%	0	0%	7	33%
4 Windows	0	0%	0	0%	1	20%	1	14%	1	50%	2	67%	2	100%	0	0%	0	0%	7	33%
10. Constant control possible?	n=	2	n=	2	n=	6	n=	6	n=	3	n=	4	n=	2	n=	0	n=	1	n=	28
1 No	0	0%	1	50%	1	17%	3	38%	1	33%	2	50%	1	50%	0	0%	0	0%	9	32%
2 Yes	2	100%	1	50%	5	83%	5	63%	2	67%	2	50%	1	50%	0	0%	1	100%	19	68%
11. Constant setting?	n=	2	n=	1	n=	6	n=	7	n=	2	n=	2	n=	2	n=	0	n=	1	n=	23
1 No	0	0%	0	0%	3	50%	3	43%	0	0%	1	50%	0	0%	0	0%	0	0%	7	30%
2 Don't know	0	0%	0	0%	1	17%	0	0%	0	0%	1	50%	0	0%	0	0%	1	100%	3	13%
3 Yes	2	100%	1	100%	2	33%	4	57%	2	100%	0	0%	2	100%	0	0%	0	0%	13	57%
11a. Setting of Air-conditioning?	n=	2	n=	1	n=	5	n=	5	n=	2	n=	2	n=	1	n=	0	n=	1	n=	19
60-63	1	50%	0	0%	0	0%	0	0%	1	50%	0	0%	0	0%	0	0%	0	0%	2	11%
64-67	0	0%	0	0%	0	0%	0	0%	1	50%	0	0%	0	0%	0	0%	1	100%	2	11%
68-71	1	50%	0	0%	3	60%	4	80%	0	0%	0	0%	1	100%	0	0%	0	0%	9	47%
72-75	0	0%	1	100%	1	20%	1	20%	0	0%	1	50%	0	0%	0	0%	0	0%	4	21%
76-79	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
Don't know	0	0%	0	0%	1	20%	0	0%	0	0%	1	50%	0	0%	0	0%	0	0%	2	11%
11a. Setting of heating?	n=	2	n=	1	n=	5	n=	6	n=	2	n=	2	n=	2	n=	0	n=	1	n=	21
60-63	1	50%	0	0%	0	0%	0	0%	1	50%	0	0%	1	50%	0	0%	0	0%	3	14%
64-67	0	0%	0	0%	0	0%	0	0%	1	50%	0	0%	0	0%	0	0%	1	100%	2	10%
68-71	1	50%	1	100%	3	60%	5	83%	0	0%	1	50%	1	50%	0	0%	0	0%	12	57%
72-75	0	0%	0	0%	1	20%	1	17%	0	0%	0	0%	0	0%	0	0%	0	0%	2	10%
76-79	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
Don't know	0	0%	0	0%	1	20%	0	0%	0	0%	1	50%	0	0%	0	0%	0	0%	2	10%

	Over 10,000		5,000-9,999		2,500-4,999		1,000-2,499		500-999		100-499		50-99		1-49		NO SUCH COLLECTION		ALL	
	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%
11b. AC turned down or shut off?	n=	2	n=	1	n=	5	n=	6	n=	2	n=	2	n=	1	n=	0	n=	1	n=	20
1 No	1	50%	0	0%	1	20%	2	33%	2	100%	0	0%	0	0%	0	0%	0	0%	6	30%
2 Don't know	0	0%	0	0%	1	20%	0	0%	0	0%	2	100%	0	0%	0	0%	1	100%	4	20%
3 Yes	1	50%	1	100%	3	60%	4	67%	0	0%	0	0%	1	100%	0	0%	0	0%	10	50%
11b. Heat turned down or shut off?	n=	2	n=	1	n=	5	n=	6	n=	2	n=	2	n=	2	n=	0	n=	1	n=	21
1 No	1	50%	0	0%	1	20%	2	33%	2	100%	0	0%	1	50%	0	0%	0	0%	7	33%
2 Don't know	0	0%	0	0%	1	20%	0	0%	0	0%	2	100%	0	0%	0	0%	1	100%	4	19%
3 Yes	1	50%	1	100%	3	60%	4	67%	0	0%	0	0%	1	50%	0	0%	0	0%	10	48%
11b. Ventilation turned down or shut off?	n=	1	n=	1	n=	4	n=	4	n=	2	n=	2	n=	2	n=	0	n=	1	n=	17
1 No	1	100%	0	0%	1	25%	2	50%	2	100%	0	0%	1	50%	0	0%	0	0%	7	41%
2 Don't know	0	0%	0	0%	1	25%	0	0%	0	0%	2	100%	0	0%	0	0%	1	100%	4	24%
3 Yes	0	0%	1	100%	2	50%	2	50%	0	0%	0	0%	1	50%	0	0%	0	0%	6	35%
11c. Humidity control devices used?	n=	2	n=	1	n=	5	n=	5	n=	2	n=	1	n=	1	n=	0	n=	1	n=	18
1 Portable humidifiers	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	1	100%	0	0%	0	0%	1	6%
2 Portable dehumidifiers	1	50%	0	0%	0	0%	2	40%	0	0%	0	0%	1	100%	0	0%	1	100%	5	28%
3 System humidification	1	50%	1	100%	2	40%	2	40%	2	100%	1	100%	0	0%	0	0%	0	0%	9	50%
4 System dehumidification	2	100%	1	100%	3	60%	2	40%	2	100%	1	100%	0	0%	0	0%	0	0%	11	61%
12. Separate HVAC for special collections?	n=	2	n=	2	n=	6	n=	8	n=	3	n=	3	n=	2	n=	0	n=	1	n=	27
1 No	1	50%	1	50%	4	67%	6	75%	1	33%	1	33%	2	100%	0	0%	1	100%	17	63%
2 Yes	1	50%	1	50%	2	33%	2	25%	2	87%	2	67%	0	0%	0	0%	0	0%	10	37%
12a. Constant control?	n=	2	n=	1	n=	4	n=	2	n=	2	n=	3	n=	0	n=	0	n=	0	n=	14
1 No	0	0%	0	0%	1	25%	0	0%	0	0%	2	67%	0	0%	0	0%	0	0%	3	21%
2 Yes	2	100%	1	100%	3	75%	2	100%	2	100%	1	33%	0	0%	0	0%	0	0%	11	79%
12b. Constant setting?	n=	2	n=	1	n=	3	n=	2	n=	2	n=	1	n=	0	n=	0	n=	0	n=	11
1 No	0	0%	0	0%	1	33%	1	50%	0	0%	0	0%	0	0%	0	0%	0	0%	2	18%
2 Don't know	0	0%	0	0%	0	0%	0	0%	0	0%	1	100%	0	0%	0	0%	0	0%	1	9%
3 Yes	2	100%	1	100%	2	67%	1	50%	2	100%	0	0%	0	0%	0	0%	0	0%	8	73%
12c. Setting of Air-conditioning?	n=	2	n=	1	n=	3	n=	1	n=	2	n=	2	n=	0	n=	0	n=	0	n=	11
60-63	1	50%	0	0%	0	0%	0	0%	1	50%	0	0%	0	0%	0	0%	0	0%	2	18%
64-67	0	0%	0	0%	1	33%	0	0%	1	50%	0	0%	0	0%	0	0%	0	0%	2	18%
68-71	1	50%	0	0%	1	33%	1	100%	0	0%	0	0%	0	0%	0	0%	0	0%	3	27%
72-75	0	0%	1	100%	1	33%	0	0%	0	0%	1	50%	0	0%	0	0%	0	0%	3	27%
76-79	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
Don't know	0	0%	0	0%	0	0%	0	0%	0	0%	1	50%	0	0%	0	0%	0	0%	1	9%
12c. Setting of heating?	n=	2	n=	1	n=	3	n=	1	n=	2	n=	2	n=	0	n=	0	n=	0	n=	11
60-63	1	50%	0	0%	0	0%	0	0%	1	50%	0	0%	0	0%	0	0%	0	0%	2	18%
84-67	0	0%	0	0%	1	33%	0	0%	1	50%	0	0%	0	0%	0	0%	0	0%	2	18%
68-71	1	50%	1	100%	1	33%	1	100%	0	0%	1	50%	0	0%	0	0%	0	0%	5	45%
72-75	0	0%	0	0%	1	33%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	1	9%
76-79	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
Don't know	0	0%	0	0%	0	0%	0	0%	0	0%	1	50%	0	0%	0	0%	0	0%	1	9%
12d. AC turned down or shut off?	n=	2	n=	1	n=	3	n=	1	n=	2	n=	2	n=	0	n=	0	n=	0	n=	11
1 No	1	50%	1	100%	2	67%	1	100%	2	100%	0	0%	0	0%	0	0%	0	0%	7	64%
2 Don't know	0	0%	0	0%	0	0%	0	0%	0	0%	2	100%	0	0%	0	0%	0	0%	2	18%
3 Yes	1	50%	0	0%	1	33%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	2	18%
12d. Heat turned down or shut off?	n=	2	n=	1	n=	3	n=	1	n=	2	n=	2	n=	0	n=	0	n=	0	n=	11
1 No	1	50%	1	100%	2	67%	1	100%	2	100%	0	0%	0	0%	0	0%	0	0%	7	64%
2 Don't know	0	0%	0	0%	0	0%	0	0%	0	0%	2	100%	0	0%	0	0%	0	0%	2	18%
3 Yes	1	50%	0	0%	1	33%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	2	18%

	Over 10,000		5,000-9,999		2,500-4,999		1,000-2,499		500-999		100-499		50-99		1-49		NO SUCH COLLECTION		ALL	
	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%
12d. Ventilation turned down or shut off?	n=	1	n=	1	n=	3	n=	1	n=	2	n=	2	n=	0	n=	0	n=	0	n=	10
1 No	1	100%	1	100%	2	67%	1	100%	2	100%	0	0%	0	0%	0	0%	0	0%	7	70%
2 Don't know	0	0%	0	0%	0	0%	0	0%	0	0%	2	100%	0	0%	0	0%	0	0%	2	20%
3 Yes	0	0%	0	0%	1	33%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	1	10%
12e. Humidity control devices used?	n=	2	n=	1	n=	3	n=	1	n=	2	n=	2	n=	0	n=	0	n=	1	n=	12
1 Portable humidifiers	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	1	100%	1	8%
2 Portable dehumidifiers	0	0%	0	0%	1	33%	0	0%	0	0%	1	50%	0	0%	0	0%	1	100%	3	25%
3 System humidification	1	50%	1	100%	2	67%	1	100%	2	100%	1	50%	0	0%	0	0%	0	0%	8	67%
4 System dehumidification	2	100%	1	100%	2	67%	0	0%	2	100%	1	50%	0	0%	0	0%	0	0%	8	67%
13. Environmental monitoring devices?	n=	2	n=	1	n=	8	n=	6	n=	3	n=	4	n=	2	n=	1	n=	1	n=	28
1 None	1	50%	0	0%	1	17%	1	13%	1	33%	0	0%	0	0%	0	0%	0	0%	4	14%
2 Thermostat	1	50%	1	100%	3	50%	8	75%	2	67%	3	75%	1	50%	1	100%	1	100%	19	68%
3 Thermometer	1	50%	0	0%	2	33%	1	13%	1	33%	2	50%	0	0%	0	0%	0	0%	7	25%
4 Hygrometer	1	50%	0	0%	1	17%	1	13%	1	33%	2	50%	0	0%	0	0%	0	0%	6	21%
5 Thermohygrometer	1	50%	0	0%	1	17%	2	25%	1	33%	0	0%	1	50%	0	0%	0	0%	6	21%
6 Hygrothermograph	1	50%	0	0%	3	50%	0	0%	1	33%	0	0%	0	0%	0	0%	0	0%	5	18%
7 Sling psychrometer	1	50%	1	100%	1	17%	1	13%	0	0%	0	0%	1	50%	0	0%	0	0%	5	18%
8 Battery-operated psychrometer	0	0%	0	0%	0	0%	0	0%	1	33%	0	0%	0	0%	0	0%	0	0%	1	4%
14. Reduction of entering light?	n=	2	n=	2	n=	6	n=	6	n=	3	n=	4	n=	2	n=	1	n=	1	n=	29
1 No windows	2	100%	0	0%	3	50%	4	50%	2	67%	1	25%	1	50%	0	0%	0	0%	13	45%
2 Nothing done	0	0%	0	0%	1	17%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	1	3%
3 Light-filtering film	1	50%	1	50%	1	17%	0	0%	0	0%	1	25%	0	0%	0	0%	0	0%	4	14%
4 Light-filtering glass	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
5 Shades	0	0%	1	50%	1	17%	5	63%	2	67%	1	25%	0	0%	1	100%	0	0%	11	36%
6 Curtains	0	0%	0	0%	1	17%	1	13%	0	0%	2	50%	1	50%	1	100%	1	100%	7	24%
7 Roof overhangs	0	0%	0	0%	0	0%	1	13%	0	0%	0	0%	0	0%	0	0%	0	0%	1	3%
6 Awnings	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
15. Reduction of UV radiation inside?	n=	2	n=	2	n=	6	n=	6	n=	3	n=	4	n=	2	n=	1	n=	0	n=	28
1 None	1	50%	2	100%	3	50%	3	38%	1	33%	1	25%	1	50%	1	100%	0	0%	13	46%
2 UV-filtering sleeves	1	50%	0	0%	2	33%	4	50%	0	0%	4	100%	1	50%	0	0%	0	0%	12	43%
3 Low UV fluorescent tubes	0	0%	0	0%	0	0%	1	13%	1	33%	0	0%	0	0%	0	0%	0	0%	2	7%
4 UF-3 or UF-4 plexiglass	0	0%	0	0%	0	0%	0	0%	1	33%	0	0%	0	0%	0	0%	0	0%	1	4%
5 UV-filtering film	0	0%	0	0%	0	0%	0	0%	0	0%	1	25%	0	0%	0	0%	0	0%	1	4%
6 Lights turned on and off	0	0%	0	0%	2	33%	4	50%	0	0%	2	50%	0	0%	0	0%	0	0%	8	29%
16. Fire detection/suppression systems installed?	n=	2	n=	2	n=	8	n=	6	n=	3	n=	4	n=	3	n=	1	n=	1	n=	30
1 No	0	0%	1	50%	1	17%	1	13%	1	33%	0	0%	0	0%	0	0%	0	0%	4	13%
2 Don't know	0	0%	0	0%	0	0%	0	0%	0	0%	1	25%	0	0%	0	0%	0	0%	1	3%
3 Yes	2	100%	1	50%	5	83%	7	88%	2	67%	3	75%	3	100%	1	100%	1	100%	25	63%
16a. Type of system?	n=	2	n=	1	n=	5	n=	7	n=	2	n=	3	n=	3	n=	1	n=	1	n=	25
1 Fire extinguishers	1	50%	0	0%	5	100%	7	100%	2	100%	3	100%	3	100%	1	100%	1	100%	23	92%
2 Wet pipe sprinklers	0	0%	0	0%	2	40%	2	29%	1	50%	1	33%	1	33%	0	0%	0	0%	7	26%
3 Dry pipe sprinklers	1	50%	0	0%	1	20%	1	14%	1	50%	0	0%	0	0%	0	0%	0	0%	4	16%
4 Halon	0	0%	1	100%	0	0%	1	14%	1	50%	1	33%	1	33%	0	0%	0	0%	5	20%
5 Smoke detectors	1	50%	1	100%	3	60%	4	57%	1	50%	3	100%	2	67%	1	100%	0	0%	18	64%
6 Heat detectors	1	50%	1	100%	2	40%	2	29%	1	50%	1	33%	2	67%	0	0%	0	0%	10	40%
7 Ionization detectors	1	50%	0	0%	0	0%	1	14%	0	0%	0	0%	0	0%	0	0%	0	0%	2	6%
16b. Where are these systems installed (Everywhere)?	n=	1	n=	1	n=	4	n=	6	n=	2	n=	3	n=	3	n=	1	n=	1	n=	22
1 Fire extinguishers	0	0%	0	0%	4	100%	6	100%	2	100%	2	67%	3	100%	0	0%	1	100%	18	82%
2 Wet pipe sprinklers	0	0%	0	0%	1	25%	2	33%	1	50%	1	33%	1	33%	0	0%	0	0%	6	27%
3 Dry pipe sprinklers	0	0%	0	0%	1	25%	0	0%	1	50%	0	0%	0	0%	0	0%	0	0%	2	9%
4 Halon	0	0%	0	0%	0	0%	0	0%	0	0%	1	33%	0	0%	0	0%	0	0%	1	5%
5 Smoke detectors	1	100%	1	100%	3	75%	3	50%	1	50%	2	67%	2	67%	1	100%	0	0%	14	64%
6 Heat detectors	1	100%	1	100%	2	50%	1	17%	1	50%	1	33%	2	67%	0	0%	0	0%	9	41%
7 Ionization detectors	1	100%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	1	5%

	Over 10,000		5,000-9,999		2,500-4,999		1,000-2,499		500-999		100-499		50-99		1-49		NO SUCH COLLECTION		ALL	
	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%
16b. Where are these systems installed (Storage areas)?	n=	1	n=	0	n=	3	n=	1	n=	0	n=	1	n=	0	n=	0	n=	0	n=	6
1 Fire extinguishers	1	100%	0	0%	2	67%	1	100%	0	0%	0	0%	0	0%	0	0%	0	0%	4	67%
2 Wet pipe sprinklers	0	0%	0	0%	2	67%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	2	33%
3 Dry pipe sprinklers	1	100%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	1	17%
4 Halon	0	0%	0	0%	0	0%	0	0%	0	0%	1	100%	0	0%	0	0%	0	0%	1	17%
5 Smoke detectors	0	0%	0	0%	1	33%	1	100%	0	0%	0	0%	0	0%	0	0%	0	0%	2	33%
6 Heat detectors	0	0%	0	0%	1	33%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	1	17%
7 Ionization detectors	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
16b. Where are these systems installed (Vault)?	n=	0	n=	1	n=	2	n=	1	n=	0	n=	0	n=	0	n=	0	n=	0	n=	4
1 Fire extinguishers	0	0%	0	0%	2	100%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	2	50%
2 Wet pipe sprinklers	0	0%	0	0%	1	50%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	1	25%
3 Dry pipe sprinklers	0	0%	0	0%	0	0%	1	100%	0	0%	0	0%	0	0%	0	0%	0	0%	1	25%
4 Halon	0	0%	1	100%	1	50%	1	100%	0	0%	0	0%	0	0%	0	0%	0	0%	3	75%
5 Smoke detectors	0	0%	0	0%	0	0%	1	100%	0	0%	0	0%	0	0%	0	0%	0	0%	1	25%
6 Heat detectors	0	0%	0	0%	0	0%	1	100%	0	0%	0	0%	0	0%	0	0%	0	0%	1	25%
7 Ionization detectors	0	0%	0	0%	0	0%	1	100%	0	0%	0	0%	0	0%	0	0%	0	0%	1	25%
16b. Where are these systems installed (Spec. collect.)?	n=	0	n=	0	n=	2	n=	2	n=	1	n=	1	n=	1	n=	0	n=	0	n=	7
1 Fire extinguishers	0	0%	0	0%	2	100%	1	50%	1	100%	0	0%	0	0%	0	0%	0	0%	4	57%
2 Wet pipe sprinklers	0	0%	0	0%	1	50%	0	0%	1	100%	0	0%	0	0%	0	0%	0	0%	2	29%
3 Dry pipe sprinklers	0	0%	0	0%	0	0%	1	50%	0	0%	0	0%	0	0%	0	0%	0	0%	1	14%
4 Halon	0	0%	0	0%	1	50%	1	50%	0	0%	1	100%	1	100%	0	0%	0	0%	4	57%
5 Smoke detectors	0	0%	0	0%	2	100%	2	100%	0	0%	0	0%	0	0%	0	0%	0	0%	4	57%
6 Heat detectors	0	0%	0	0%	1	50%	1	50%	0	0%	0	0%	0	0%	0	0%	0	0%	2	29%
7 Ionization detectors	0	0%	0	0%	0	0%	1	50%	0	0%	0	0%	0	0%	0	0%	0	0%	1	14%
16c. Inspected regularly?	n=	2	n=	1	n=	5	n=	7	n=	2	n=	3	n=	3	n=	1	n=	1	n=	25
1 No	1	50%	0	0%	0	0%	1	14%	0	0%	1	33%	0	0%	1	100%	0	0%	4	16%
2 Annually	0	0%	1	100%	3	60%	1	14%	0	0%	0	0%	2	67%	0	0%	1	100%	8	32%
3 Twice a Year	0	0%	0	0%	1	20%	2	29%	1	50%	1	33%	0	0%	0	0%	0	0%	5	20%
4 More than twice a year	1	50%	0	0%	0	0%	2	29%	0	0%	0	0%	1	33%	0	0%	0	0%	4	16%
5 Don't know	0	0%	0	0%	1	20%	1	14%	1	50%	1	33%	0	0%	0	0%	0	0%	4	16%
16d. How are they inspected?	n=	1	n=	1	n=	4	n=	6	n=	1	n=	2	n=	3	n=	0	n=	1	n=	19
1 With a match	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
2 Professionally-trained personnel	1	100%	1	100%	1	25%	6	100%	1	100%	1	50%	3	100%	0	0%	0	0%	14	74%
3 Fire marshall	0	0%	0	0%	1	25%	1	17%	0	0%	0	0%	0	0%	0	0%	1	100%	3	16%
4 Don't know	0	0%	0	0%	2	50%	0	0%	0	0%	1	50%	0	0%	0	0%	0	0%	3	16%
17. Connected to fire department?	n=	2	n=	1	n=	5	n=	7	n=	1	n=	2	n=	3	n=	0	n=	1	n=	22
1 No	1	50%	0	0%	3	60%	4	57%	0	0%	1	50%	1	33%	0	0%	0	0%	10	45%
2 Yes	1	50%	1	100%	2	40%	3	43%	1	100%	1	50%	2	67%	0	0%	1	100%	12	55%
18. Are water alarms present?	n=	2	n=	2	n=	5	n=	7	n=	3	n=	4	n=	3	n=	1	n=	0	n=	27
1 No	2	100%	2	100%	4	80%	4	57%	2	67%	4	100%	2	67%	1	100%	0	0%	21	78%
2 Throughout the facility	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	1	33%	0	0%	0	0%	1	4%
3 Selected areas only	0	0%	0	0%	1	20%	3	43%	1	33%	0	0%	0	0%	0	0%	0	0%	5	19%
19. Has a building survey been done?	n=	2	n=	2	n=	5	n=	8	n=	3	n=	3	n=	3	n=	1	n=	1	n=	28
1 No	1	50%	1	50%	2	40%	3	38%	2	67%	3	100%	1	33%	1	100%	0	0%	14	50%
2 Yes	1	50%	1	50%	3	60%	5	63%	1	33%	0	0%	2	67%	0	0%	1	100%	14	50%
19a. Who performed the building survey?	n=	0	n=	1	n=	2	n=	4	n=	1	n=	0	n=	1	n=	0	n=	1	n=	10
1 NEDCC	0	0%	0	0%	1	50%	3	75%	1	100%	0	0%	0	0%	0	0%	0	0%	5	50%
2 Independent Consultant	0	0%	0	0%	0	0%	1	25%	0	0%	0	0%	0	0%	0	0%	0	0%	1	10%
3 Society of American Archivists	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
4 Staff	0	0%	1	100%	1	50%	0	0%	0	0%	0	0%	1	100%	0	0%	1	100%	4	40%

	Over 10,000		5,000-9,999		2,500-4,999		1,000-2,499		500-999		100-499		50-99		1-49		NO SUCH COLLECTION		ALL	
	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%
20. Is there a preservation plan?	n=	2	n=	2	n=	6	n=	6	n=	3	n=	5	n=	3	n=	1	n=	0	n=	30
1 No	2	100%	2	100%	6	100%	7	88%	2	67%	4	80%	2	67%	1	100%	0	0%	26	87%
2 Yes	0	0%	0	0%	0	0%	1	13%	1	33%	1	20%	1	33%	0	0%	0	0%	4	13%
21. Has a collection survey been done?	n=	2	n=	2	n=	6	n=	6	n=	3	n=	4	n=	3	n=	1	n=	0	n=	29
1 No	1	50%	0	0%	5	83%	4	50%	1	33%	3	75%	2	67%	1	100%	0	0%	17	59%
2 Yes	1	50%	2	100%	1	17%	4	50%	2	67%	1	25%	1	33%	0	0%	0	0%	12	41%
21a. Who performed the collection survey?	n=	0	n=	2	n=	1	n=	4	n=	2	n=	1	n=	1	n=	0	n=	0	n=	11
1 NEDCC	0	0%	0	0%	1	100%	1	25%	1	50%	0	0%	0	0%	0	0%	0	0%	3	27%
2 Independent consultant	0	0%	1	50%	0	0%	2	50%	0	0%	0	0%	0	0%	0	0%	0	0%	3	27%
3 Staff	0	0%	1	50%	0	0%	1	25%	1	50%	1	100%	1	100%	0	0%	0	0%	5	45%
23. Person with preservation skills identified?	n=	2	n=	2	n=	8	n=	8	n=	3	n=	5	n=	3	n=	1	n=	1	n=	31
1 No	0	0%	0	0%	2	33%	3	38%	0	0%	2	40%	1	33%	0	0%	0	0%	6	26%
2 Yes	2	100%	2	100%	4	67%	5	63%	3	100%	3	60%	2	67%	1	100%	1	100%	23	74%
24. Person with preservation skills on staff?	n=	2	n=	2	n=	6	n=	8	n=	3	n=	4	n=	3	n=	1	n=	0	n=	29
1 No	1	50%	1	50%	3	50%	4	50%	2	67%	3	75%	0	0%	1	100%	0	0%	15	52%
2 Yes	1	50%	1	50%	3	50%	4	50%	1	33%	1	25%	3	100%	0	0%	0	0%	14	48%
24b. Has this person run workshops for the staff?	n=	1	n=	1	n=	4	n=	4	n=	1	n=	2	n=	3	n=	0	n=	1	n=	17
1 No	1	100%	1	100%	3	75%	3	75%	0	0%	1	50%	2	87%	0	0%	0	0%	11	65%
2 Yes	0	0%	0	0%	1	25%	1	25%	1	100%	1	50%	1	33%	0	0%	1	100%	6	35%
25. Attended preservation education programs?	n=	2	n=	2	n=	8	n=	8	n=	3	n=	5	n=	3	n=	1	n=	1	n=	31
1 No	0	0%	0	0%	1	17%	1	13%	0	0%	0	0%	0	0%	0	0%	0	0%	2	6%
2 Regional programs	1	50%	1	50%	3	50%	4	50%	2	67%	1	20%	3	100%	0	0%	1	100%	18	52%
3 State programs	0	0%	1	50%	1	17%	1	13%	0	0%	1	20%	1	33%	0	0%	1	100%	6	19%
4 National programs	0	0%	1	50%	3	50%	1	13%	0	0%	1	20%	0	0%	0	0%	1	100%	7	23%
5 Professional organizations	1	50%	2	100%	5	83%	7	88%	2	67%	3	60%	1	33%	1	100%	0	0%	22	71%
6 University courses	1	50%	0	0%	1	17%	4	50%	2	67%	1	20%	0	0%	1	100%	0	0%	10	32%
7 Professional conferences	1	50%	0	0%	2	33%	5	63%	2	67%	2	40%	1	33%	1	100%	0	0%	14	45%
25a. Preservation topics taught?	n=	2	n=	2	n=	5	n=	7	n=	3	n=	5	n=	3	n=	0	n=	1	n=	28
1 Environmental controls	1	50%	1	50%	4	80%	8	86%	2	87%	3	60%	2	87%	0	0%	0	0%	19	68%
2 Basic repairs	1	50%	1	50%	3	60%	7	100%	1	33%	5	100%	1	33%	0	0%	0	0%	19	68%
3 Storage	1	50%	1	50%	5	100%	5	71%	3	100%	4	80%	3	100%	0	0%	0	0%	22	79%
4 Proper shelving	1	50%	1	50%	3	60%	5	71%	1	33%	3	60%	1	33%	0	0%	1	100%	18	57%
5 Care and handling	1	50%	2	100%	5	100%	7	100%	2	87%	4	80%	3	100%	0	0%	1	100%	25	89%
8 Security	1	50%	0	0%	3	60%	8	86%	1	33%	3	80%	1	33%	0	0%	0	0%	15	54%
7 Disaster preparedness	1	50%	1	50%	4	80%	8	86%	1	33%	2	40%	2	87%	0	0%	0	0%	17	81%
8 Protective enclosures	2	100%	0	0%	2	40%	4	57%	2	67%	3	60%	3	100%	0	0%	0	0%	16	57%
9 Library binding	1	50%	0	0%	0	0%	4	57%	0	0%	0	0%	1	33%	0	0%	0	0%	8	21%
10 Care of photographs	1	50%	2	100%	2	40%	5	71%	3	100%	5	100%	3	100%	0	0%	1	100%	22	79%
11 Nature of photographs	1	50%	1	50%	2	40%	4	57%	1	33%	1	20%	1	33%	0	0%	0	0%	11	39%
12 Conservation of photographs	2	100%	1	50%	1	20%	4	57%	1	33%	0	0%	2	87%	0	0%	0	0%	11	39%
13 Preservation microfilming	1	50%	1	50%	4	80%	5	71%	1	33%	0	0%	0	0%	0	0%	0	0%	12	43%
14 Preservation management	0	0%	0	0%	1	20%	4	57%	2	67%	1	20%	1	33%	0	0%	1	100%	10	36%
15 Conservation treatment	1	50%	0	0%	1	20%	4	57%	1	33%	0	0%	3	100%	0	0%	1	100%	11	39%
18 Advanced hands-on	0	0%	0	0%	1	20%	2	29%	1	33%	1	20%	0	0%	0	0%	0	0%	5	18%
17 Deacidification	1	50%	0	0%	2	40%	8	86%	0	0%	2	40%	1	33%	0	0%	0	0%	12	43%
18 Pest control	1	50%	0	0%	2	40%	3	43%	1	33%	1	20%	1	33%	0	0%	0	0%	9	32%
26. Familiar with NEDCC?	n=	2	n=	2	n=	6	n=	8	n=	3	n=	4	n=	3	n=	1	n=	1	n=	30
1 No	0	0%	0	0%	1	17%	0	0%	0	0%	0	0%	0	0%	0	0%	1	100%	2	7%
2 Yes	2	100%	2	100%	5	83%	6	100%	3	100%	4	100%	3	100%	1	100%	0	0%	28	93%
26a. Contracted work with NEDCC?	n=	2	n=	2	n=	5	n=	7	n=	3	n=	4	n=	3	n=	1	n=	0	n=	27
1 No	2	100%	2	100%	2	40%	2	29%	1	33%	1	25%	0	0%	1	100%	0	0%	11	41%
2 Yes	0	0%	0	0%	3	80%	5	71%	2	67%	3	75%	3	100%	0	0%	0	0%	18	59%

	Over 10,000		5,000-9,999		2,500-4,999		1,000-2,499		500-999		100-499		50-99		1-49		NO SUCH COLLECTION		ALL	
	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%
26b. Services used?	n=	0	n=	0	n=	3	n=	5	n=	2	n=	3	n=	3	n=	0	n=	0	n=	16
1 Preservation microfilming	0	0%	0	0%	0	0%	1	20%	0	0%	1	33%	0	0%	0	0%	0	0%	2	13%
2 Book conservation	0	0%	0	0%	0	0%	0	0%	1	50%	2	67%	1	33%	0	0%	0	0%	4	25%
3 Surveys	0	0%	0	0%	1	33%	3	60%	1	50%	0	0%	0	0%	0	0%	0	0%	5	31%
4 Paper conservation	0	0%	0	0%	2	67%	0	0%	1	50%	1	33%	3	100%	0	0%	0	0%	7	44%
5 Photograph conservation	0	0%	0	0%	1	33%	1	20%	2	100%	0	0%	0	0%	0	0%	0	0%	4	25%
6 Photographic copying	0	0%	0	0%	0	0%	1	20%	2	100%	0	0%	0	0%	0	0%	0	0%	3	19%
7 Workshops	0	0%	0	0%	1	33%	3	60%	0	0%	0	0%	0	0%	0	0%	0	0%	4	25%
6 Disaster assistance	0	0%	0	0%	0	0%	1	20%	1	50%	0	0%	0	0%	0	0%	0	0%	2	13%
27. Photocopy machines available to patrons?	n=	2	n=	2	n=	6	n=	6	n=	3	n=	5	n=	3	n=	1	n=	1	n=	31
1 No	0	0%	1	50%	3	50%	1	13%	2	67%	0	0%	0	0%	1	100%	0	0%	6	26%
2 Yes	2	100%	1	50%	3	50%	7	88%	1	33%	5	100%	3	100%	0	0%	1	100%	23	74%
27a. Policy regarding use of photocopy machines?	n=	2	n=	2	n=	4	n=	7	n=	1	n=	5	n=	3	n=	1	n=	1	n=	26
1 No restrictions	0	0%	0	0%	2	50%	0	0%	0	0%	0	0%	0	0%	0	0%	1	100%	3	12%
2 Certain items not photocopied	0	0%	0	0%	1	25%	3	43%	0	0%	2	40%	2	67%	0	0%	0	0%	8	31%
3 Certain items by patrons	0	0%	0	0%	1	25%	1	14%	0	0%	1	20%	0	0%	0	0%	0	0%	3	12%
4 Certain items by staff only	0	0%	0	0%	1	25%	3	43%	0	0%	1	20%	2	67%	0	0%	0	0%	7	27%
5 All items by staff	2	100%	2	100%	1	25%	4	57%	1	100%	4	80%	2	67%	1	100%	0	0%	17	65%
26. Is the staff trained to shelve properly?	n=	2	n=	2	n=	6	n=	6	n=	3	n=	5	n=	3	n=	1	n=	1	n=	31
1 No	1	50%	1	50%	4	67%	3	38%	1	33%	1	20%	1	33%	1	100%	0	0%	13	42%
2 Yes	1	50%	1	50%	2	33%	5	63%	2	67%	4	80%	2	67%	0	0%	1	100%	16	58%
28a. How is staff trained to shelve materials?	n=	1	n=	1	n=	2	n=	4	n=	2	n=	4	n=	3	n=	0	n=	0	n=	17
1 Tilt volume by headcap	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
2 Push volumes on either side	1	100%	0	0%	2	100%	3	75%	1	50%	3	75%	2	67%	0	0%	0	0%	12	71%
3 Tilt with pressure on textblock	1	100%	0	0%	1	50%	0	0%	1	50%	1	25%	1	33%	0	0%	0	0%	5	29%
4 Bookends reajusted	1	100%	1	100%	2	100%	2	50%	2	100%	3	75%	3	100%	0	0%	0	0%	14	82%
29. Shelving of oversized volumes?	n=	2	n=	2	n=	3	n=	7	n=	3	n=	5	n=	3	n=	1	n=	0	n=	26
1 Spine up	0	0%	0	0%	1	33%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	1	4%
2 Spine down	0	0%	0	0%	0	0%	3	43%	0	0%	1	20%	1	33%	0	0%	0	0%	5	19%
3 Upright, separate shelves	1	50%	2	100%	1	33%	2	29%	1	33%	2	40%	1	33%	1	100%	0	0%	11	42%
4 Flat on separate shelves	2	100%	1	50%	2	67%	6	86%	3	100%	4	60%	2	67%	0	0%	0	0%	20	77%
30. Paper mended how?	n=	2	n=	2	n=	5	n=	8	n=	3	n=	5	n=	3	n=	1	n=	0	n=	29
1 None done	1	50%	1	50%	5	100%	6	75%	1	33%	4	60%	1	33%	0	0%	0	0%	19	66%
2 "Archival" tape	1	50%	1	50%	0	0%	2	25%	1	33%	1	20%	2	67%	1	100%	0	0%	9	31%
3 Scotch tape	0	0%	0	0%	1	20%	1	13%	0	0%	0	0%	1	33%	0	0%	0	0%	3	10%
4 Elmer's glue	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
5 Library paste	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
6 Japanese tissue and starch paste	1	50%	0	0%	0	0%	0	0%	2	67%	0	0%	0	0%	0	0%	0	0%	3	10%
7 Heat set tissue	0	0%	0	0%	0	0%	0	0%	1	33%	0	0%	0	0%	0	0%	0	0%	1	3%
31. Books mended how?	n=	2	n=	2	n=	6	n=	7	n=	2	n=	4	n=	3	n=	1	n=	1	n=	26
1 Not applicable	0	0%	0	0%	2	33%	4	57%	2	100%	2	50%	0	0%	0	0%	1	100%	11	39%
2 None done	2	100%	1	50%	4	67%	3	43%	0	0%	2	50%	2	67%	1	100%	0	0%	15	54%
3 Cloth tape	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
4 "Archival" tape	0	0%	0	0%	0	0%	1	14%	0	0%	1	25%	1	33%	0	0%	0	0%	3	11%
5 Scotch tape	0	0%	0	0%	1	17%	1	14%	0	0%	0	0%	0	0%	0	0%	0	0%	2	7%
6 Bookcloth and PVA	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
7 In-house recasing	0	0%	1	50%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	1	4%
32. Oversized prints, etc. housed how?	n=	2	n=	2	n=	5	n=	7	n=	2	n=	5	n=	3	n=	0	n=	0	n=	26
1 Around or in a tube	1	50%	1	50%	3	60%	1	14%	1	50%	2	40%	1	33%	0	0%	0	0%	10	38%
2 Rolled in acidic kraft	0	0%	0	0%	1	20%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	1	4%
3 Rolled in alkaline kraft	0	0%	0	0%	1	20%	0	0%	0	0%	1	20%	0	0%	0	0%	0	0%	2	6%
4 Flat in metal map cases	2	100%	2	100%	3	60%	7	100%	2	100%	2	40%	1	33%	0	0%	0	0%	19	73%
5 Large "archival" boxes	1	50%	0	0%	3	60%	3	43%	2	100%	4	80%	3	100%	0	0%	0	0%	16	62%

	Over 10,000		5,000-9,999		2,500-4,999		1,000-2,499		500-999		100-499		50-99		1-49		NO SUCH COLLECTION		ALL	
	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%
32a. Oversized prints, etc. housed where?	n= 2		n= 2		n= 3		n= 7		n= 2		n= 4		n= 2		n= 1		n= 0		n= 23	
1 General stacks	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	1	100%	0	0%	1	4%
2 Special collections	1	50%	0	0%	1	33%	3	43%	1	50%	3	75%	0	0%	0	0%	0	0%	9	39%
3 Closed stacks	1	50%	2	100%	2	67%	4	57%	1	50%	2	50%	2	100%	0	0%	0	0%	14	61%
33. Are microforms housed in the facility?	n= 2		n= 2		n= 6		n= 8		n= 3		n= 4		n= 3		n= 1		n= 0		n= 29	
1 No	0	0%	0	0%	1	17%	2	25%	1	33%	2	50%	2	67%	1	100%	0	0%	9	31%
2 Yes	2	100%	2	100%	5	83%	6	75%	2	67%	2	50%	1	33%	0	0%	0	0%	20	69%
33a. Types of microforms ?	n= 2		n= 2		n= 5		n= 6		n= 2		n= 2		n= 1		n= 0		n= 0		n= 20	
1 Microfilms	2	100%	2	100%	1	20%	4	67%	0	0%	2	100%	1	100%	0	0%	0	0%	12	60%
2 Preservation microfilm	0	0%	1	50%	4	80%	3	50%	1	50%	0	0%	0	0%	0	0%	0	0%	9	45%
3 Microfiche	1	50%	2	100%	2	40%	2	33%	1	50%	0	0%	0	0%	0	0%	0	0%	8	40%
4 Microcards	1	50%	0	0%	1	20%	1	17%	0	0%	0	0%	0	0%	0	0%	0	0%	3	15%
33b. Where are the master negatives stored?	n= 2		n= 2		n= 3		n= 5		n= 2		n= 2		n= 1		n= 0		n= 0		n= 17	
1 Off-site storage in a vault	2	100%	0	0%	0	0%	3	60%	0	0%	2	100%	0	0%	0	0%	0	0%	7	41%
2 General stacks	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
3 Microform reading room	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
4 Special collections	0	0%	2	100%	1	33%	1	20%	1	50%	0	0%	0	0%	0	0%	0	0%	5	29%
5 Closed stacks	0	0%	0	0%	2	67%	1	20%	0	0%	0	0%	0	0%	0	0%	0	0%	3	18%
6 Don't have any	0	0%	0	0%	0	0%	0	0%	1	50%	0	0%	1	100%	0	0%	0	0%	2	12%
7 Don't know	0	0%	1	50%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	1	6%
33c. Where are the use copies stored ?	n= 0		n= 2		n= 3		n= 6		n= 1		n= 2		n= 1		n= 0		n= 0		n= 15	
1 General stacks	0	0%	0	0%	0	0%	1	17%	0	0%	0	0%	0	0%	0	0%	0	0%	1	7%
2 Microform reading room	0	0%	0	0%	1	33%	1	17%	1	100%	0	0%	0	0%	0	0%	0	0%	3	20%
3 Special collections	0	0%	1	50%	2	67%	3	50%	0	0%	1	50%	1	100%	0	0%	0	0%	8	53%
4 Closed stacks	0	0%	2	100%	0	0%	1	17%	0	0%	1	50%	0	0%	0	0%	0	0%	4	27%
33d. How are microfilms housed?	n= 2		n= 2		n= 4		n= 6		n= 1		n= 2		n= 1		n= 0		n= 0		n= 16	
1 Plastic reels	2	100%	2	100%	4	100%	5	83%	1	100%	2	100%	1	100%	0	0%	0	0%	17	94%
2 Metal reels	0	0%	2	100%	0	0%	1	17%	0	0%	0	0%	0	0%	0	0%	0	0%	3	17%
3 Rubber bands	0	0%	2	100%	0	0%	1	17%	0	0%	1	50%	0	0%	0	0%	0	0%	4	22%
4 Alkaline ties	1	50%	2	100%	2	50%	2	33%	1	100%	1	50%	0	0%	0	0%	0	0%	9	50%
5 Acidic boxes	0	0%	2	100%	1	25%	3	50%	0	0%	1	50%	1	100%	0	0%	0	0%	8	44%
6 Alkaline boxes	2	100%	2	100%	1	25%	3	50%	1	100%	1	50%	0	0%	0	0%	0	0%	10	56%
34. Binder a member of the Library Binding Institute?	n= 1		n= 2		n= 5		n= 7		n= 1		n= 4		n= 2		n= 1		n= 0		n= 23	
1 No	1	100%	0	0%	2	40%	1	14%	0	0%	1	25%	0	0%	0	0%	0	0%	5	22%
2 No binding done	0	0%	1	50%	1	20%	3	43%	1	100%	2	50%	1	50%	1	100%	0	0%	10	43%
3 Yes	0	0%	1	50%	0	0%	2	29%	0	0%	0	0%	1	50%	0	0%	0	0%	4	17%
4 Don't know	0	0%	0	0%	2	40%	1	14%	0	0%	1	25%	0	0%	0	0%	0	0%	4	17%
35. Adheres to LBI stds?	n= 0		n= 1		n= 2		n= 3		n= 0		n= 1		n= 1		n= 0		n= 0		n= 6	
1 No	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
2 Yes	0	0%	1	100%	0	0%	2	67%	0	0%	0	0%	1	100%	0	0%	0	0%	4	50%
3 Don't know	0	0%	0	0%	2	100%	1	33%	0	0%	1	100%	0	0%	0	0%	0	0%	4	50%
36. Binding decision-makers?	n= 0		n= 1		n= 1		n= 2		n= 0		n= 1		n= 0		n= 0		n= 0		n= 5	
1 Librarian	0	0%	0	0%	1	100%	2	100%	0	0%	0	0%	0	0%	0	0%	0	0%	3	60%
2 Binding prep. staff	0	0%	1	100%	1	100%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	2	40%
3 Bindery and library staff	0	0%	0	0%	1	100%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	1	20%
4 Bindery staff	0	0%	0	0%	0	0%	0	0%	0	0%	1	100%	0	0%	0	0%	0	0%	1	20%
39. Facility houses special collections?	n= 2		n= 2		n= 6		n= 6		n= 3		n= 5		n= 3		n= 1		n= 0		n= 30	
1 No	0	0%	0	0%	2	33%	0	0%	1	33%	0	0%	0	0%	0	0%	0	0%	3	10%
2 Yes	2	100%	2	100%	4	67%	6	100%	2	67%	5	100%	3	100%	1	100%	0	0%	27	90%

	Over 10,000		5,000-9,999		2,500-4,999		1,000-2,499		500-999		100-499		50-99		1-49		NO SUCH COLLECTION		ALL	
	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%
39a. Materials in special collections?	n=	2	n=	2	n=	4	n=	8	n=	2	n=	5	n=	3	n=	1	n=	0	n=	27
1 Rare books	1	50%	1	50%	1	25%	5	63%	1	50%	3	60%	2	67%	1	100%	0	0%	15	56%
2 Manuscripts	1	50%	2	100%	4	100%	6	75%	2	100%	5	100%	3	100%	0	0%	0	0%	23	85%
3 Local records	0	0%	1	50%	0	0%	1	13%	0	0%	2	40%	1	33%	0	0%	0	0%	5	19%
4 Local history	0	0%	2	100%	0	0%	3	38%	0	0%	3	60%	3	100%	0	0%	0	0%	11	41%
5 Maps	2	100%	2	100%	2	50%	5	63%	1	50%	2	40%	1	33%	0	0%	0	0%	15	56%
6 Photographs	2	100%	2	100%	4	100%	6	75%	2	100%	5	100%	3	100%	1	100%	0	0%	25	93%
7 Art works	1	50%	1	50%	1	25%	4	50%	1	50%	3	60%	2	67%	0	0%	0	0%	13	48%
8 Microforms	2	100%	2	100%	4	100%	5	63%	1	50%	1	20%	1	33%	0	0%	0	0%	16	59%
9 Audio-visual materials	1	50%	2	100%	4	100%	5	63%	1	50%	4	80%	2	67%	1	100%	0	0%	20	74%
39b. Where are these collections housed?	n=	2	n=	2	n=	3	n=	8	n=	2	n=	5	n=	3	n=	0	n=	0	n=	25
1 Special collections	1	50%	1	50%	1	33%	6	75%	2	100%	5	100%	1	33%	0	0%	0	0%	17	68%
2 Vault	1	50%	0	0%	2	67%	1	13%	1	50%	1	20%	1	33%	0	0%	0	0%	7	28%
3 Closed stacks	2	100%	2	100%	0	0%	5	63%	1	50%	0	0%	2	67%	0	0%	0	0%	12	48%
39c. Where are these rooms located?	n=	2	n=	2	n=	4	n=	8	n=	2	n=	5	n=	3	n=	1	n=	0	n=	27
1 Basement	0	0%	0	0%	3	75%	4	50%	0	0%	3	60%	1	33%	0	0%	0	0%	11	41%
2 Attic	0	0%	0	0%	0	0%	1	13%	0	0%	0	0%	1	33%	0	0%	0	0%	2	7%
3 Upper floor	0	0%	1	50%	1	25%	2	25%	2	100%	1	20%	2	67%	0	0%	0	0%	9	33%
4 Main floor	1	50%	2	100%	0	0%	2	25%	1	50%	1	20%	1	33%	1	100%	0	0%	9	33%
5 Main building	1	50%	0	0%	2	50%	1	13%	1	50%	2	40%	1	33%	0	0%	0	0%	8	30%
6 Separate facility	1	50%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	1	4%
40. Staff access to special collections materials?	n=	2	n=	2	n=	1	n=	4	n=	2	n=	2	n=	3	n=	1	n=	0	n=	17
1 Open without a key	1	50%	1	50%	0	0%	1	25%	1	50%	1	50%	1	33%	1	100%	0	0%	7	41%
2 Staff Key	1	50%	1	50%	1	100%	1	25%	1	50%	0	0%	0	0%	0	0%	0	0%	5	29%
3 Senior staff only	0	0%	0	0%	0	0%	3	75%	0	0%	1	50%	2	67%	1	100%	0	0%	7	41%
41. Patron access to spec. collections materials?	n=	2	n=	2	n=	4	n=	8	n=	2	n=	5	n=	3	n=	1	n=	0	n=	27
1 Open browsing	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
2 Materials retrieved and use supervised by staff	2	100%	1	50%	3	75%	8	100%	2	100%	4	80%	2	67%	1	100%	0	0%	23	85%
3 All materials at same time	0	0%	1	50%	0	0%	3	38%	0	0%	0	0%	0	0%	0	0%	0	0%	4	15%
4 Materials one at a time	0	0%	1	50%	2	50%	3	38%	1	50%	2	40%	2	67%	0	0%	0	0%	11	41%
42. Personal materials allowed in RR?	n=	1	n=	2	n=	3	n=	6	n=	2	n=	4	n=	3	n=	1	n=	0	n=	22
1 No restrictions	0	0%	0	0%	0	0%	2	33%	1	50%	0	0%	1	33%	0	0%	0	0%	4	18%
2 Paper and pencil only	1	100%	2	100%	2	67%	3	50%	1	50%	3	75%	1	33%	0	0%	0	0%	13	59%
3 Paper, pens, coats, etc.	0	0%	0	0%	1	33%	1	17%	0	0%	1	25%	1	33%	1	100%	0	0%	5	23%
4 No materials	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
43. Where are mss./archival materials housed?	n=	2	n=	2	n=	2	n=	8	n=	2	n=	5	n=	3	n=	1	n=	0	n=	25
1 In file cabinets	0	0%	1	50%	1	50%	2	25%	2	100%	2	40%	2	67%	1	100%	0	0%	11	44%
2 Corrugated boxes	0	0%	1	50%	0	0%	4	50%	0	0%	1	20%	1	33%	0	0%	0	0%	7	28%
3 Alkaline boxes	2	100%	2	100%	1	50%	8	100%	2	100%	4	80%	3	100%	1	100%	0	0%	23	92%
4 Manila folders	1	50%	2	100%	1	50%	3	38%	0	0%	1	20%	0	0%	1	100%	0	0%	9	36%
5 Alkaline folders	1	50%	2	100%	1	50%	7	88%	2	100%	5	100%	3	100%	0	0%	0	0%	21	84%
6 Scrapbooks	0	0%	2	100%	2	100%	4	50%	2	100%	1	20%	2	67%	0	0%	0	0%	13	52%

	Over 10,000		5,000-9,999		2,500-4,999		1,000-2,499		500-999		100-499		50-99		1-49		NO SUCH COLLECTION		ALL	
	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%
44. Routine processing tasks performed?	n=	1	n=	2	n=	4	n=	7	n=	2	n=	5	n=	3	n=	0	n=	0	n=	24
1 Nothing	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
2 Remove staples	0	0%	2	100%	4	100%	8	86%	1	50%	5	100%	3	100%	0	0%	0	0%	21	88%
3 Unfold	0	0%	2	100%	4	100%	5	71%	1	50%	5	100%	3	100%	0	0%	0	0%	20	83%
4 Placed in alkaline folders	1	100%	2	100%	4	100%	7	100%	2	100%	5	100%	3	100%	0	0%	0	0%	24	100%
5 Remove photos	1	100%	2	100%	3	75%	6	86%	2	100%	4	80%	3	100%	0	0%	0	0%	21	68%
6 Remove newsprint, etc.	1	100%	2	100%	3	75%	5	71%	2	100%	4	80%	2	67%	0	0%	0	0%	19	79%
7 Humidify and flatten	0	0%	1	50%	0	0%	1	14%	1	50%	0	0%	2	67%	0	0%	0	0%	5	21%
45. Disaster plan prepared?	n=	1	n=	2	n=	6	n=	8	n=	3	n=	5	n=	3	n=	1	n=	1	n=	30
1 No	1	100%	1	50%	5	83%	4	50%	2	67%	3	60%	2	67%	1	100%	1	100%	20	67%
2 Yes	0	0%	0	0%	1	17%	3	38%	0	0%	2	40%	1	33%	0	0%	0	0%	7	23%
3 In preparation	0	0%	1	50%	0	0%	1	13%	1	33%	0	0%	0	0%	0	0%	0	0%	3	10%
45a. Disaster plan components?	n=	0	n=	1	n=	1	n=	4	n=	1	n=	2	n=	1	n=	0	n=	0	n=	10
1 Response outline	0	0%	1	100%	1	100%	4	100%	1	100%	0	0%	1	100%	0	0%	0	0%	8	80%
2 Supplies stored off-site	0	0%	0	0%	0	0%	0	0%	1	100%	0	0%	0	0%	0	0%	0	0%	1	10%
3 Emergency supplies list	0	0%	1	100%	1	100%	3	75%	1	100%	0	0%	0	0%	0	0%	0	0%	6	60%
4 Description of emergency procedures	0	0%	1	100%	1	100%	4	100%	1	100%	1	50%	1	100%	0	0%	0	0%	9	90%
5 Recovery priorities	0	0%	1	100%	0	0%	4	100%	1	100%	1	50%	0	0%	0	0%	0	0%	7	70%
8 List of staff volunteers	0	0%	1	100%	1	100%	2	50%	1	100%	0	0%	0	0%	0	0%	0	0%	5	50%
7 Community resources	0	0%	1	100%	1	100%	2	50%	1	100%	0	0%	0	0%	0	0%	0	0%	5	50%
6 Conservation experts	0	0%	1	100%	0	0%	4	100%	1	100%	0	0%	0	0%	0	0%	0	0%	6	60%
51. Preservation money allocated?	n=	2	n=	2	n=	5	n=	8	n=	3	n=	4	n=	3	n=	1	n=	1	n=	29
1 No	1	50%	1	50%	2	40%	3	38%	1	33%	0	0%	0	0%	1	100%	1	100%	10	34%
2 Yes	1	50%	1	50%	3	60%	5	63%	2	67%	4	100%	3	100%	0	0%	0	0%	19	66%

APPENDIX P

COPY OF THE SURVEY INSTRUMENT

MASSACHUSETTS PRESERVATION NEEDS ASSESSMENT SURVEY

The Massachusetts Board of Library Commissioners is conducting a preservation needs assessment survey to determine current preservation awareness and activities within the Commonwealth's libraries and records repositories. Your responses to this questionnaire will help us develop educational programs and other services to address the challenges we face in preserving library, manuscript and archival materials.

Since each institution is unique in some way, information is needed to identify patterns of activity among institutions of similar type and size as well as those forming the general picture within the Commonwealth. Please answer all questions, paying special attention to the definitions of terms and units of measurement on the questionnaire.

If you wish to comment on any question or qualify your answers, please use the margins or a separate sheet of paper. All your responses will be kept completely confidential.

Many people use the terms "preservation" and "conservation" interchangeably. For the purpose of this study, PRESERVATION encompasses planning and implementing policies, procedures and processes that together prevent or reduce further deterioration of library, manuscript and archival materials. CONSERVATION refers to physical or chemical treatments of individual items designed to stabilize deterioration and maintain or improve their usability. Preservation, therefore, is an umbrella concept which encompasses conservation.

This survey is part of the development of a statewide preservation program for the Commonwealth of Massachusetts. Thank you for your assistance.

If you have any questions about the survey, please call Gregor Trinkaus-Randall at (617) 267-9400 or (800) 952-7403. Please return this questionnaire in the enclosed envelop to:

Massachusetts Board of Library Commissioners
648 Beacon Street
Boston, MA 02215
Attn. Gregor Trinkaus-Randall

MASSACHUSETTS PRESERVATION NEEDS ASSESSMENT SURVEY

FACILITY INFORMATION

1. In approximately what year was the building constructed that houses the majority of your collections?

   YEAR BUILDING WAS CONSTRUCTED_____

2. What is the most recent year in which substantial building improvements were made?

   YEAR OF IMPROVEMENTS_____

3. What is/are the **predominant** material(s) in the facility's construction? (Circle all numbers that apply).

   1 STONE
   2 BRICK
   3 WOOD
   4 CONCRETE
   5 GLASS
   6 STEEL
   7 DON'T KNOW
   8 OTHER_____

4. What is the general condition of the roof and exterior walls? (Circle all numbers that apply).

   1 GOOD CONDITION
   2 EXTERIOR WALLS ARE INSULATED
   3 EXTERIOR WALLS ARE NOT INSULATED
   4 CONDENSATION OCCURS ON WALLS AND WINDOWS
   5 EXTERIOR WALLS LEAK
   6 ROOF/ATTIC IS INSULATED
   7 ROOF/ATTIC IS NOT INSULATED
   8 WATER ACCUMULATES ON THE ROOF
   9 ROOF LEAKS
   10 DON'T KNOW
   11 OTHER_____

5. Which of the following rooms exist in your facility: attic, basement stacks, storage room and/or non-stack basement? (Circle all numbers that apply).

   1 NONE _____ If none skip to question 6
   2 ATTIC
   3 BASEMENT STACKS
   4 STORAGE ROOM(S)
   5 NON-STACK BASEMENT

5a. If these rooms exist, please describe their conditions. (Circle all numbers that apply in each column).

	Attic	Basement stacks	Storage Room	Non-stack Basement
CLEAN	1	2	3	4
CLUTTERED	1	2	3	4
DIRTY	1	2	3	4
DRY	1	2	3	4
WET	1	2	3	4
EVIDENCE OF RODENTS	1	2	3	4
EVIDENCE OF INSECTS	1	2	3	4
EVIDENCE OF MOLD	1	2	3	4

6. What kind of security system is installed? (Circle all numbers that apply).

1 NONE
2 THE BUILDING IS SHARED WITH OTHER ADMINISTRATIVE UNITS: DOOR LOCKS ARE KEYED SEPARATELY
3 BURGLAR ALARMS ON DOORS AND/OR WINDOWS
4 MOTION DETECTORS IN ROOMS
5 AFTER-HOURS GUARD SERVICE
6 COMPUTERIZED SECURITY SYSTEM
7 ELECTRONIC SECURITY SYSTEM AT EXIT
8 OTHER_____

ENVIRONMENTAL CONTROLS

7. What areas of the facility are covered by a heating/ventilation/air-conditioning (HVAC) system? (Circle all numbers that apply).

1 GENERAL BOOK COLLECTIONS
2 SPECIAL COLLECTIONS (LOCAL HISTORY, RARE BOOKS, MANUSCRIPTS, LOCAL PUBLIC RECORDS)
3 ADMINISTRATIVE AREAS
4 DON'T KNOW
5 OTHER

8. What components are included in the HVAC system? (Circle all numbers that apply).

1 HEATING
2 VENTILATION
3 AIR-CONDITIONING
4 HUMIDITY CONTROL
5 DON'T KNOW
6 OTHER

If not circled, skip to question 10

9. If the facility's HVAC system includes air-conditioning, what areas are covered by it? (Circle all numbers that apply).

1 GENERAL BOOK COLLECTIONS
2 SPECIAL COLLECTIONS (LOCAL HISTORY, RARE BOOKS, MANUSCRIPTS, LOCAL PUBLIC RECORDS)
3 ADMINISTRATIVE AREAS
4 DON'T KNOW
5 OTHER

9a. Where is/are the air-conditioning unit(s) (chiller) located? (Circle all numbers that apply).

1 ROOF
2 OUTSIDE ON THE GROUNDS
3 IN THE MECHANICAL ROOM (ON WHAT FLOOR?_____)
4 IN WINDOWS
5 OTHER_____

10. Can the general HVAC system provide constant climate control throughout the year? (Circle number that applies).

1 NO
2 YES

If no, skip to question 12

11. Is the general HVAC system's setting kept at a constant level round the clock? (Circle number that applies).

1 NO
2 DON'T KNOW
3 YES

If no or don't know, skip to question 12

11a. Please indicate the setting at which each system is maintained. (Circle number that applies in each column).

	Air-conditioning	Heating
60 - 63 F	1	2
64 - 67 F	1	2
68 - 71 F	1	2
72 - 75 F	1	2
76 - 79 F	1	2
DON'T KNOW	1	2

11b. Is the HVAC system turned down or shut off at any time? (Circle number that applies in each column).

	Air-conditioning	Heating	Ventilation
NO	1	2	3
DON'T KNOW	1	2	3
YES	1	2	3

11c. Please indicate what kind of humidity control device(s) is/are in operation at the facility? (Circle number 1 or 2 for each item in column on the left).

	Yes	No
PORTABLE HUMIDIFIER(S)	1	2
PORTABLE DEHUMIDIFIER(S)	1	2
HUMIDIFICATION THROUGH THE HVAC SYSTEM	1	2
DEHUMIDIFICATION THROUGH THE HVAC SYSTEM	1	2
OTHER_____		

12. Is there a separate HVAC system for the special collections room(s)/vault(s)/department? (Circle number that applies).

1 NO ——— If no, skip to question 13
2 YES

12a. Can this HVAC system provide constant climate control throughout the year? (Circle number that applies).

1 NO ——— If no, skip to question 13
2 YES

12b. Is this HVAC system's setting kept at a constant level round the clock? (Circle number that applies).

1 NO ——— If no or don't know, skip to question 13
2 DON'T KNOW ———
3 YES

12c. Please indicate the setting at which each system is maintained. (Circle number that applies in each column).

	Air-conditioning	Heating
60 - 63 F	1	2
64 - 67 F	1	2
68 - 71 F	1	2
72 - 75 F	1	2
76 - 79 F	1	2
DON'T KNOW	1	2

12d. Is this HVAC system turned down or shut off at any time? (Circle number that applies in each column).

	Air-conditioning	Heating	Ventilation
NO	1	2	3
DON'T KNOW	1	2	3
YES	1	2	3

12e. Please indicate what kind of humidity control device(s) is/are in operation at the facility? (Circle number 1 or 2 for each item in the column on the left).

	Yes	No
PORTABLE HUMIDIFIER(S)	1	2
PORTABLE DEHUMIDIFIER(S)	1	2
HUMIDIFICATION THROUGH THE HVAC SYSTEM	1	2
DEHUMIDIFICATION THROUGH THE HVAC SYSTEM	1	2
OTHER_____		

13. What environmental monitoring devices are used in the facility on a regular basis? (Circle all numbers that apply).

1 NONE
2 THERMOSTAT
3 THERMOMETER (INDICATES TEMPERATURE)
4 HYGROMETER (INDICATES RELATIVE HUMIDITY (RH))
5 THERMOHYGROMETER (INDICATES TEMP. AND RH)
6 HYGROTHERMOGRAPH (RECORDING DEVICE FOR TEMPERATURE AND RH)
7 SLING PSYCHROMETER (DEVICE FOR OBTAINING INSTANT TEMPERATURE AND RH)
8 BATTERY-OPERATED PSYCHROMETER (ELECTRONIC DEVICE FOR OBTAINING INSTANT TEMPERATURE AND RH)
9 OTHER_____

14. What steps have been taken to reduce the amount of light entering the facility? (Circle all numbers that apply).

1 FACILITY HAS NO WINDOWS
2 NOTHING
3 LIGHT-FILTERING FILM
4 LIGHT-FILTERING GLASS (WHAT TYPE? _____)
5 SHADES
6 CURTAINS
7 ROOF OVERHANGS
8 AWNINGS
9 OTHER_____

15. What steps have been taken to reduce ultraviolet (UV) radiation from the light sources in the facility? (Circle all numbers that apply).

1 NONE
2 UV-FILTERING SLEEVES ON FLUORESCENT TUBES
3 LOW UV FLUORESCENT TUBES
4 UF-3 OR UF-4 PLEXIGLASS ON WINDOWS
5 UV-FILTERING FILM ON WINDOWS
6 SELECTIVE TURNING OFF OF LIGHTS
7 OTHER_____

FIRE PROTECTION

16. Have fire detection and/or suppression systems been installed in the facility? (Circle number that applies).

1 NO
2 DON'T KNOW
3 YES

If no, skip to question 18

16a. What type of fire detection and/or suppression systems exist in the facility? (Circle all numbers that apply).

1 FIRE EXTINGUISHERS
2 SPRINKLER SYSTEM (WET PIPE)
3 SPRINKLER SYSTEM (DRY PIPE)
4 GAS FIRE-SUPPRESSANT (HALON) SYSTEM
5 SMOKE DETECTORS
6 HEAT DETECTORS
7 IONIZATION DETECTORS
8 OTHER_____

16b. Where have these devices been installed? (Circle all numbers that apply in each column).

	Every-where	Storage areas	Vault	Special collections
FIRE EXTINGUISHERS	1	2	2	4
SPRINKLERS (WET PIPE)	1	2	3	4
SPRINKLERS (DRY PIPE)	1	2	3	4
GAS (HALON) SYSTEM	1	2	3	4
SMOKE DETECTORS	1	2	3	4
HEAT DETECTORS	1	2	3	4
IONIZATION DETECTORS	1	2	3	4

16c. Is/are the fire detection and/or suppression systems inspected regularly to insure proper operation? (Circle number that applies).

1 NO
2 ANNUALLY
3 TWICE A YEAR
4 MORE FREQUENTLY THAN TWICE A YEAR
5 DON'T KNOW

If no, skip to question 17

16d. If the fire detection and/or suppression systems are inspected regularly, how is this done? (Circle all numbers that apply).

1 WITH A MATCH
2 PROFESSIONALLY TRAINED PERSONNEL
3 FIRE MARSHALL
4 DON'T KNOW
5 OTHER_____

17. Is the fire detection system connected directly to the local fire department? (Circle number that applies).

1 NO
2 YES

18. Have water alarms been installed in the facility? (Circle number that applies).

1 NO
2 THROUGHOUT THE FACILITY
3 SELECTED AREAS ONLY (WHERE)_____

PRESERVATION ISSUES

19. Has a survey of the condition of the building been done? (Circle number that applies).

1 NO
2 YES _____ If no, skip to question 20

19a. If so, by whom was it done? (Circle number that applies).

1 NORTHEAST DOCUMENT CONSERVATION CENTER
2 INDEPENDENT CONSULTANT
3 SOCIETY OF AMERICAN ARCHIVISTS
4 STAFF
5 OTHER_____

19b. If so, what were the findings? (please include a copy, if available)

20. Does the institution have a preservation plan? (Circle number that applies).

1 NO
2 YES (PLEASE INCLUDE A COPY, IF AVAILABLE)

21. Has a survey of the condition of the collections been done? (Circle number that applies).

1 NO
2 YES _____ If no, skip to question 22

21a. If so, by whom was it done? (Circle number that applies).

1 NORTHEAST DOCUMENT CONSERVATION CENTER
2 INDEPENDENT CONSULTANT
3 STAFF
4 OTHER_____

21b. If so, what were the findings? (please include a copy, if available)

22. Whom would you contact if you quickly needed the assistance of experts or consultants with specialized skills in document/book preservation/conservation?

23. Have you identified any persons or organizations with specialized preservation skills in the geographical area? (Circle number that applies).

1 NO
2 YES (NAME)_____

24. Is there someone on the staff with preservation skills? (Circle number that applies).

1 NO
2 YES

If no, skip to question 25

24a. What is the nature of this person's skills, and how, when and where was he/she trained?

24b. Has this person conducted preservation/conservation training sessions for the other members of the staff? (Circle number that applies).

1 NO
2 YES

25. Have members of the staff attended education programs on preservation/conservation issues? (Circle all numbers that apply).

1 NO
2 REGIONAL
3 STATE
4 NATIONAL
5 PROFESSIONAL ORGANIZATIONS
6 COLLEGE OR UNIVERSITY GRADUATE COURSES
7 PROFESSIONAL CONFERENCE ON PRESERVATION
8 OTHER_____

If no, skip to question 26

25a. What topics were taught in depth at these programs? (Circle all numbers that apply).

1 ENVIRONMENTAL CONTROLS
2 BASIC REPAIRS
3 STORAGE ISSUES
4 SHELVING PRACTICES
5 CARE AND HANDLING OF LIBRARY/ARCHIVAL MATERIALS
6 SECURITY
7 DISASTER PREPAREDNESS
8 PROTECTIVE ENCLOSURES
9 LIBRARY BINDING
10 CARE OF PHOTOGRAPHIC MATERIALS
11 NATURE OF PHOTOGRAPHIC MATERIALS
12 CONSERVATION OF PHOTOGRAPHIC MATERIALS
13 PRESERVATION MICROFILMING
14 PRESERVATION MANAGEMENT
15 CONSERVATION TREATMENT
16 ADVANCED HANDS-ON TREATMENT
17 DEACIDIFICATION
18 PEST CONTROL
19 OTHER_____

26. Are you aware of the services of the Northeast Document Conservation Center? (Circle number that applies).

1 NO
2 YES

If no, skip to question 27

26a. If yes, have you contracted work with them? (Circle number that applies).

1 NO
2 YES

If no, skip to question 27

26b. If yes, what services have you used? (Circle all numbers that apply).

1 PRESERVATION MICROFILMING
2 BOOK CONSERVATION
3 SURVEYS AND CONSULTATION
4 PAPER CONSERVATION
5 PHOTOGRAPH CONSERVATION
6 PHOTOGRAPHIC COPYING
7 WORKSHOPS AND SEMINARS
8 DISASTER ASSISTANCE
9 OTHER_____

27. Are there photocopy machines available to patrons in the facility? (Circle number that applies).

1 NO
2 YES

If no, skip to question 28

27a. What is the policy regarding the use of the photocopy machine to copy documents or books? (Circle all numbers that apply).

1 NO RESTRICTIONS ARE IN EFFECT
2 CERTAIN ITEMS MAY NOT BE PHOTOCOPIED
3 CERTAIN ITEMS MAY BE PHOTOCOPIED BY PATRONS
4 CERTAIN ITEMS MAY BE PHOTOCOPIED BY STAFF ONLY
5 ALL ITEMS MUST BE PHOTOCOPIED BY STAFF ONLY
6 OTHER_____

28. Is the staff trained to shelve and remove books from shelves? (Circle number that applies).

1 NO ——— If no, skip to question 29
2 YES

28a. If yes, how are they trained to remove volumes from the shelves? (Circle all numbers that apply).

1 TILTING THE TOP OF THE VOLUME BY PULLING ON THE TOP OF THE SPINE (HEADCAP)
2 PUSHING IN THE VOLUMES ON EITHER SIDE AND GRASPING THE VOLUME ON ITS SIDES
3 TILTING THE TOP OF THE VOLUME BY PUTTING PRESSURE ON THE TOP OF THE TEXTBLOCK (PAGES)
4 BOOKENDS ARE READJUSTED AFTER THE BOOKS ARE REMOVED
5 OTHER_____

29. How are oversized books shelved in the facility? (Circle all numbers that apply)

1 ON REGULAR SHELVES SPINE UP
2 ON REGULAR SHELVES SPINE DOWN
3 UPRIGHT ON SEPARATE OVERSIZED SHELVES
4 FLAT ON THEIR SIDES ON SEPARATE SHELVES
5 OTHER_____

30. How are book pages and other paper materials mended in-house? (Circle all numbers that apply).

1 NO MENDING DONE
2 PRESSURE SENSITIVE "ARCHIVAL" TAPE (e.g. ADEMCO)
3 SCOTCH TAPE
4 ELMER'S GLUE
5 LIBRARY PASTE
6 JAPANESE PAPER AND STARCH PASTE
7 HEAT SET TISSUE
8 OTHER_____

31. How are non-rare book covers and hinges mended in-house? (Circle all numbers that apply).

1 NOT APPLICABLE (NO BOOKS IN CUSTODY)
2 NO MENDING DONE
3 CLOTH TAPE
4 PRESSURE SENSITIVE "ARCHIVAL" TAPE (e.g. ADEMCO)
5 SCOTCH TAPE
6 BUCKRAM OR BOOKCLOTH AND PVA
7 IN-HOUSE RECASING
8 OTHER_____

32. How are oversized prints, maps, broadsides housed? (Circle all numbers that apply).

1 ROLLED AROUND OR IN A TUBE
2 ROLLED IN ACIDIC KRAFT OR TISSUE PAPER
3 ROLLED IN ALKALINE KRAFT OR TISSUE PAPER
4 FLAT IN DRAWERS OF METAL MAP FILE CABINETS
5 LARGE COVERED BOXES OF ARCHIVAL QUALITY
6 OTHER_____

32a. Where are these items housed? (Circle all numbers that apply).

1 GENERAL STACKS
2 SPECIAL COLLECTIONS
3 CLOSED STACKS
4 OTHER_____

33. Are there microforms housed in the facility? (Circle number that applies).

1 NO
2 YES _____ If no, skip to question 34

33a. If so, what are these microforms? (Circle all numbers that apply).

1 MICROFILMS
2 PRESERVATION MICROFILMS
3 MICROFICHE
4 MICROCARDS
5 OTHER_____

33b. Where are the **master negatives**, if any, of the microforms housed? (Circle all numbers that apply).

1 OFF-SITE STORAGE IN A VAULT
2 GENERAL STACKS
3 MICROFORMS READING ROOM
4 SPECIAL COLLECTIONS ROOM/VAULT OR DEPARTMENT
5 CLOSED STACKS
6 DON'T HAVE ANY
7 DON'T KNOW
8 OTHER_____

33c. Where are the **use** copies of the microforms housed?
(Circle all numbers that apply).

1 GENERAL STACKS
2 MICROFORMS READING ROOM
3 SPECIAL COLLECTIONS ROOM/VAULT OR DEPARTMENT
4 CLOSED STACKS
5 OTHER_____

33d. How are the microfilms housed? (Circle number 1 or 2 for each item in the left column).

	Yes	No
PLASTIC REELS	1	2
METAL REELS	1	2
SECURED WITH RUBBER BANDS	1	2
SECURED WITH ALKALINE TIES	1	2
ACIDIC CARDBOARD BOXES	1	2
ALKALINE BOXES	1	2
OTHER_____	1	2

LIBRARY BINDING (NON-RARE BOOKS)

This section is designed to assess the quality of library binding (non-rare books) and compliance with the Standards of Library Binding (8th ed.) in repositories and libraries.

34. Is the bindery used by the facility a member of the Library Binding Institute? (Circle number that applies).

1 NO
2 NO BINDING DONE ——— If no binding done, skip to question 39
3 YES
4 DON'T KNOW

35. Does the bindery adhere to the specifications that comprise the 8th edition of the Library Binding Institute's Standard for Library Binding? (Circle number that applies).

1 NO
2 YES
3 DON'T KNOW

36. Who makes the decisions on the types of bindings used for the facility's books? (Circle all numbers that apply).

1 LIBRARIAN
2 BINDING PREPARATION STAFF
3 BINDER AND LIBRARY STAFF PERSONNEL
4 BINDER
5 OTHER_____

37. What types of bindings are chosen for the facility's general book and periodical collection? (Please indicate the percentage of use for each type chosen).

___ OVERSEWING
___ PERFECT (ECONOMY PAPERBACK) BINDING
___ RECASE ONLY
___ SEWING THROUGH THE FOLD
___ DOUBLE-FAN ADHESIVE BINDING
___ SIDE SEWING
___ CLEAT LACING
___ PAM BINDING
___ OTHER_____

38. What criteria are used in choosing the type of binding to be requested for a non-rare volume? (Please rank in order of importance with 1 being the most important and 9 being the least important).

___ MARGIN SIZE
___ PREVIOUS BINDING
___ TYPE OF PAPER
___ BRITTLENESS
___ VALUE OF THE VOLUME
___ THICKNESS OF THE VOLUME
___ ORIGINAL METHOD OF LEAF ATTACHMENT
___ TRADITION
___ OTHER_____

SPECIAL COLLECTIONS/LOCAL HISTORY COLLECTIONS/ARCHIVES

This section is designed to address issues of all types of archives, manuscripts, local history and special collections.

39. Does the facility house collections requiring special care? (Circle number that applies).

1 NO ——— If no, skip to question 45
2 YES

39a. If so, what kinds of materials are housed in the facility? (Circle all numbers that apply)

1 RARE BOOKS
2 MANUSCRIPTS
3 LOCAL/COUNTY/STATE RECORDS
4 LOCAL HISTORY
5 MAPS
6 PHOTOGRAPHS
7 ART WORKS
8 MICROFORMS
9 AUDIO-VISUAL MATERIALS
10 OTHER_____

39b. If so, where are these collections housed? (Circle all numbers that apply).

1 SPECIAL COLLECTIONS ROOM/VAULT OR DEPARTMENT
2 VAULT
3 CLOSED STACKS
4 OTHER_____

39c. Where is/are this/these room(s)/vault(s) or department located? (Circle all numbers that apply).

1 BASEMENT
2 ATTIC
3 UPPER FLOOR
4 MAIN FLOOR
5 MAIN BUILDING
6 SEPARATE FACILITY
7 OTHER_____

40. How can staff gain physical access to the special collections materials? (Circle number that applies).

1 STACKS ARE OPEN TO THE STAFF WITHOUT A SPECIAL KEY
2 STAFF MUST SIGN OUT A SPECIAL KEY FOR ACCESS
3 ONLY SENIOR STAFF ARE ALLOWED TO RETRIEVE MATERIALS
4 OTHER_____

41. How can researchers gain physical access to special collections materials? (Circle all number that apply).

1 DOOR IS OPEN, OPEN BROWSING
2 MATERIALS ARE RETRIEVED AND THEIR USE IS SUPERVISED BY THE STAFF
3 ALL MATERIALS REQUESTED ARE PROVIDED TO THE RESEARCHER AT THE SAME TIME
4 MATERIALS REQUESTED ARE PROVIDED TO THE RESEARCHER ONE BOX/FOLDER/BOOK AT A TIME
5 OTHER_____

42. What personal materials may be taken into the reading/research room? (Circle all numbers that apply).

1 NO RESTRICTIONS
2 PAPER AND PENCILS ONLY
3 PAPER, PENS, COATS, BRIEF-CASES, NOTEBOOKS, ETC.
4 NO MATERIALS
5 OTHER_____

43. If manuscript/archives (i.e. non-book) materials exist, how are they housed? (Circle all numbers that apply).

1 IN FILE CABINETS
2 IN CORRUGATED BOXES
3 IN ALKALINE BOXES
4 IN MANILA FOLDERS
5 IN ALKALINE FOLDERS
6 IN SCRAPBOOKS
7 OTHER_____

44. Please indicate which of the following actions are **routinely** carried out in processing manuscript/archives materials. (Circle all numbers that apply).

1 NOTHING
2 REMOVE STAPLES, PAPER CLIPS, PINS, ETC.
3 UNFOLD SHEETS
4 PLACE HOLDINGS IN ALKALINE FOLDERS OR CONTAINERS
5 REMOVE OR SEGREGATE PHOTOGRAPHIC MEDIA
6 REMOVE, COPY OR SEGREGATE NEWSPRINT OR HIGHLY ACIDIC PAPERS
7 HUMIDIFY AND FLATTEN
8 OTHER_____

DISASTER PREPAREDNESS

45. Has a Disaster Plan for the recovery of fire and water damaged materials been prepared for your facility? (Circle number that applies).

1 NO
2 YES
3 PLAN IS BEING PREPARED

If no, skip to question 46

45a. Please indicate which of the following elements are/will be part of your institution's Disaster Preparedness Plan. (Circle all numbers that apply).

1 DISASTER RESPONSE OUTLINE
2 DISASTER SUPPLIES STORED OFF SITE
3 LIST OF EMERGENCY SERVICES
4 DESCRIPTION OF EMERGENCY PROCEDURES
5 LIST OF PRIORITIES FOR PROTECTION AND/OR RECOVERY
6 LIST OF STAFF VOLUNTEERS
7 LIST OF COMMUNITY RESOURCES FOR SALVAGE OFWATER-DAMAGED MATERIALS
8 LIST OF CONSERVATION EXPERTS TRAINED IN DISASTER RECOVERY

45b. When was the Disaster Plan prepared and last updated?

PREPARED: 19__
LAST UPDATED: 19__

INSTITUTIONAL DATA

46. Type of facility (Circle number that most applies).

1 PUBLIC LIBRARY
2 ACADEMIC LIBRARY
3 SPECIAL LIBRARY
4 HISTORICAL SOCIETY
5 TOWN CLERK'S OFFICE
6 MANUSCRIPT REPOSITORY
7 OTHER_____

47. County in which the facility is located. (Circle number that applies).

1 BARNSTABLE
2 BERKSHIRE
3 BRISTOL
4 DUKE
5 ESSEX
6 FRANKLIN
7 HAMPDEN
8 HAMPSHIRE
9 MIDDLESEX
10 NANTUCKET
11 NORFOLK
12 PLYMOUTH
13 SUFFOLK
14 WORCESTER

48. What is the size of facility's book collection? (Circle number that applies)

1 1,000,000+
2 500,000 - 999,999
3 250,000 - 499,999
4 100,000 - 249,999
5 50,000 - 99,999
6 10,000 - 49,999
7 UNDER 10,000
8 NO BOOKS

49. What is the size of the facility's manuscript/archives collection in linear feet (one file drawer equals three feet)? (Circle number that applies).

1 OVER 10,000'
2 5,000' - 9,999'
3 2,500' - 4,999'
4 1,000' - 2,499'
5 500' - 999'
6 100' - 499'
7 50' - 99'
8 1' - 49'
9 NO SUCH COLLECTION

50. What is the number of persons on the staff with: (Circle number that applies in each column).

	Master's in Library Science	Archives Administration Training
NONE		
1	1	2
2 - 4	1	2
5 - 9	1	2
10 - 14	1	2
15 - 19	1	2
20 - 30	1	2
OVER 30	1	2

51. Has the institution allocated funds for preservation activities? (Circle number that applies).

1 NO ——— If no, skip to question 52
2 YES

51a. If, yes, please indicate how much.

PRESERVATION_____
CONSERVATION_____
LIBRARY BINDING_____
CONSERVATION BINDING_____
PRESERVATION MICROFILMING_____
PRESERVATION TRAINING_____
OTHER (DESCRIBE)_____

52. Title of person completing this questionnaire

_____

53. Name of person completing this questionnaire (optional)

_____

54. Name and address of institution to which this information applies (optional)

_____

_____

_____